

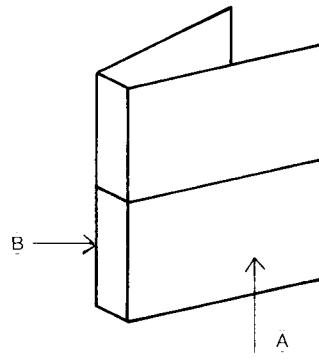
no. 2201



data handler

administrative and instructional utility program
for the **apple® II** computer

How to use your MECC folder cover inserts



Tear cover on
perforated lines.
Place half-page title
section in the clear
vinyl pocket (A) on
the front of the
binder. Insert finger-
sized title in the
clear plastic pocket
on the spine (B).

**data
handler**

data handler



data handler

administrative and instructional utility program
for the **apple II** computer

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PREFACE

MECC DATA HANDLER offers the user the opportunity to build files that can be easily maintained via the APPLE II microcomputer. The system allows the user to build a database, name the fields within the database, establish default conditions, determine which fields should act as access or "key" information, and produce reports and labels in a unique user design.

This manual will act as a "walk through" for new data processing users, as well as a reference for experienced users.

INTRODUCTION

MANUAL OVERVIEW

INTRODUCTION

This section contains the MECC DATA HANDLER design/functions, features, possible uses, and the manual overview.

SYSTEM OVERVIEW

This section contains an overview of the menu screens, a system flowchart, an explanation of the diskettes, and an explanation of storing records.

GETTING STARTED

This section contains information on the APPLE configuration, APPLE keyboard, special keys, and booting the APPLE.

CONFIGURATION MENU

This section contains information on initializing the database, entering and modifying data fields and default values, and identifying the number of key fields.

ENTER/UPDATE RECORDS MENU

This section contains information on how to enter, modify, view, and delete records.

REPORTS MENU

This section contains information on how to create/modify print formats, search records, sort records, and print the reports and/or labels.

UTILITIES MENU

This section contains information on how to create backup data diskettes and to backup, recover, catalog, and delete format files. Also included are procedures to set printer options.

APPENDIX

This section contains an example of a file format log sheet, a microcomputer glossary, and a list of do's and don'ts for diskettes.

DESIGN/FUNCTIONS

MECC DATA HANDLER is a simple, flexible, and user-friendly data entry/retrieval system which allows the user to easily design and print reports and/or labels. The system acts as a "database" by allowing the user to build, modify, retrieve, store, and print data. All programs are written for the 48K APPLE II microcomputer utilizing two disk drives and a printer.

DESIGN/FUNCTIONS

MECC DATA HANDLER is a completely menu-driven system using one main menu and four sub-menus.

MAIN MENU

1) CONFIGURATION MENU

This menu allows the user to design a database, identify the number of stored records, identify the data field names and lengths, identify "default values" for any data fields, and change the number of "key data fields."

2) ENTER/UPDATE RECORDS MENU

This menu allows the user to view records, add new records, change existing records, and delete old records from the database.

3) GENERATE REPORTS/LABELS MENU

This menu allows the user to design a format for printing reports/labels. Many different formats may be designed for use with the same data file and each format will be given a unique name, thereby allowing the user to order the reports/labels as often as necessary. Also, the user may search and sort these reports/labels as needed.

4) UTILITIES MENU

This menu allows the user to create a backup copy of the data diskette and to back up, recover, catalog, and delete the format files. Also, if needed, the user can set printer options.

FEATURES/USES

GENERAL FEATURES

The MECC DATA HANDLER includes the following features:

- The user defines the names and lengths for the data fields.
- The user may eliminate having to enter duplicate data by defining "default values" for any data fields.
- The user may search and sort on any data fields.
- Each data diskette has the capability of storing either:
 - 1050 records with a maximum record length of 126 characters, or
 - 525 records with a maximum record length of 254 characters.
- The user designs and prints reports and labels according to individual needs.
- The user may print any size labels (from one label across the top of a page to four labels across the top of a page).

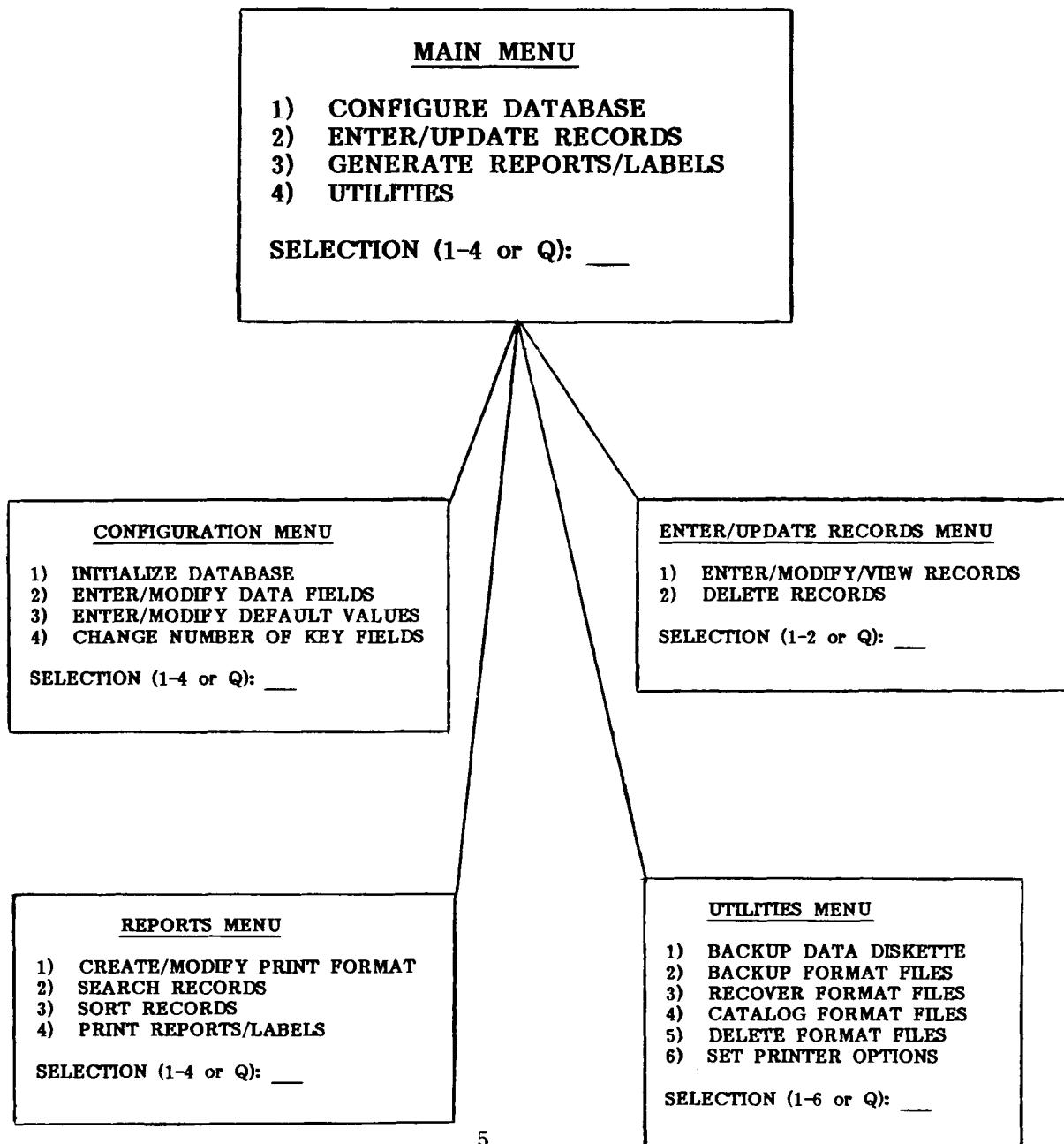
POSSIBLE USES FOR MECC DATA HANDLER

- Student Information Reports/Labels
- Inventory Information Reports/Labels
- Employee Information Reports/Labels
- School District Information Reports/Labels
- Mailing Labels

SYSTEM OVERVIEW

MENU SCREENS

MECC DATA HANDLER is completely menu-driven using five menu screens. The first menu screen is called the MAIN MENU. This screen will appear after the system has been "booted" or when it is selected through another menu screen. It offers the user a choice of four remaining menu screens which will be used to design, build, update, print, and back up files. The diagram below helps to further explain the menu screens.



SYSTEM FLOWCHART

The flowchart below illustrates the steps necessary to use the MECC DATA HANDLER.

1. BUILDING A DATABASE (Configuration Menu)

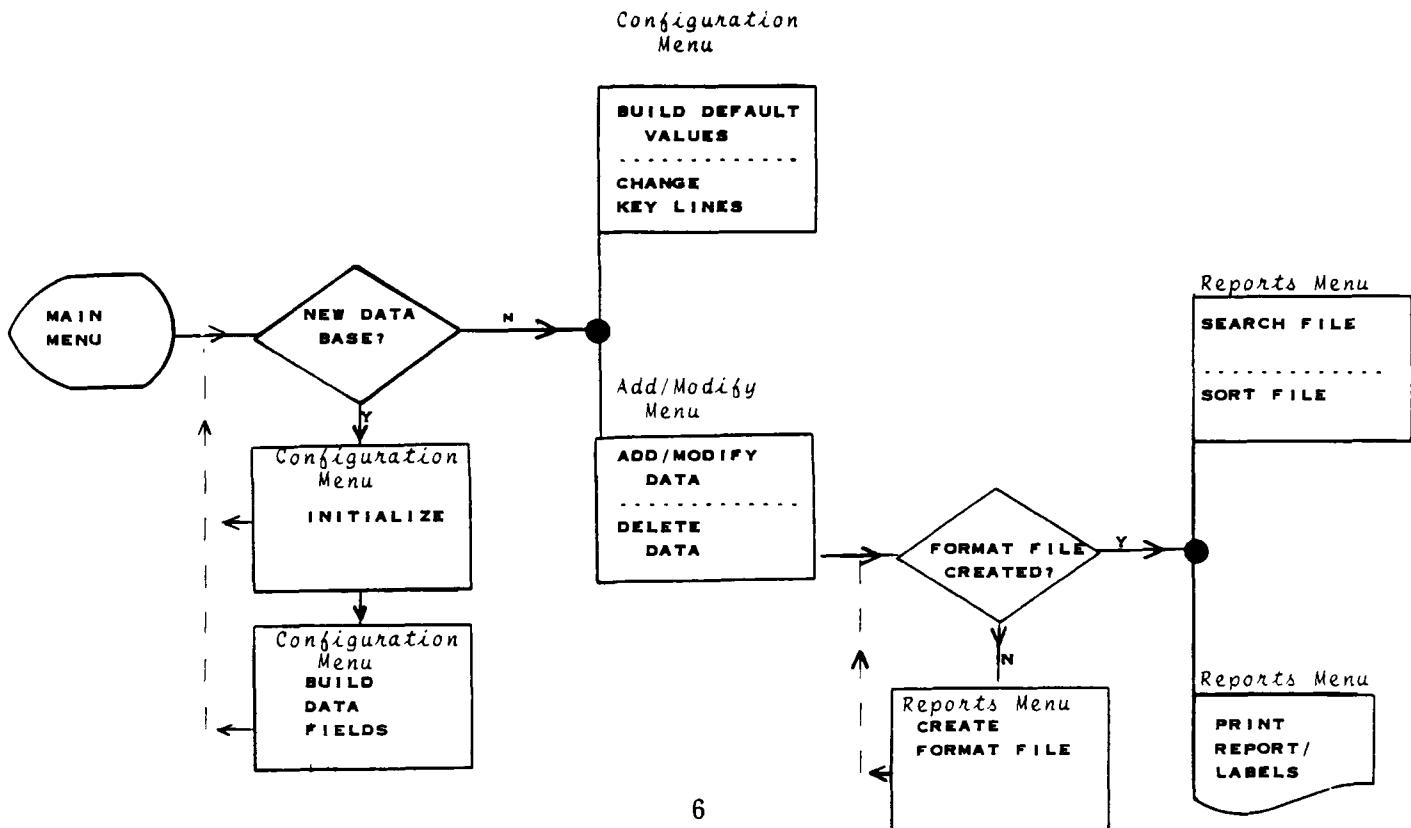
- call up the MAIN MENU
- initialize the database
- build data fields

2. ADDING/CHANGING RECORDS (Enter/Update Records Menu)

- build default values
- change the number of key lines
- add data
- change data
- delete data

3. PRINT REPORTS/LABELS (Reports Menu)

- create a unique report/label format file
- search the file
- sort the file
- print the reports/labels

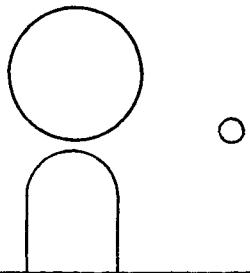


DISKETTES

MECC DATA HANDLER uses one program diskette and one data diskette. An explanation of each diskette is shown below.

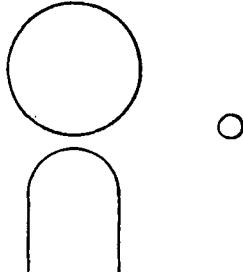
DATA HANDLER PROGRAM DISKETTE

This diskette contains the programs and the printer format files.



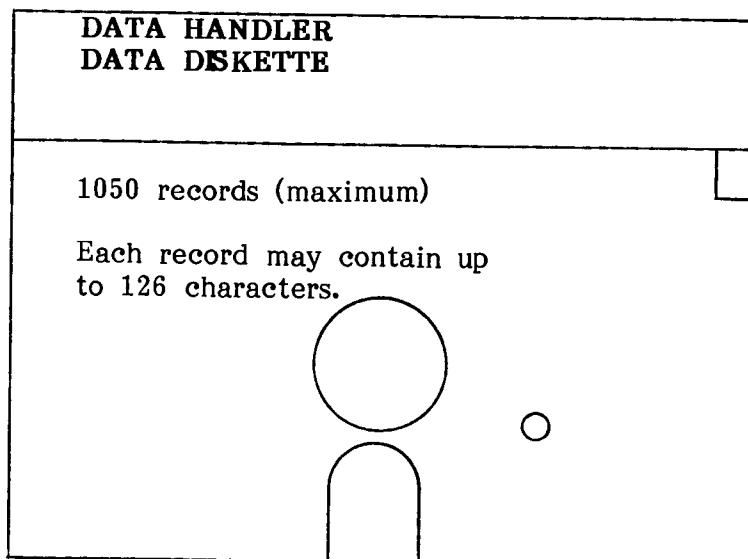
DATA HANDLER DATA DISKETTE

This diskette contains the database records, data fields used and the default values.

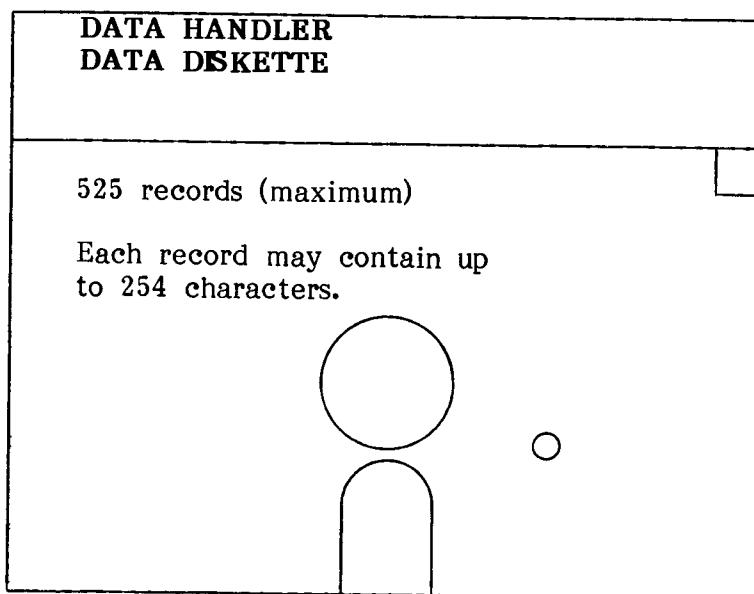


RECORDS

MECC DATA HANDLER allows the user to select the number of records to be stored on the data diskette. The diagrams below explain the two options.



OR



GETTING STARTED

APPLE CONFIGURATION

The following equipment is needed in order to run MECC DATA HANDLER.

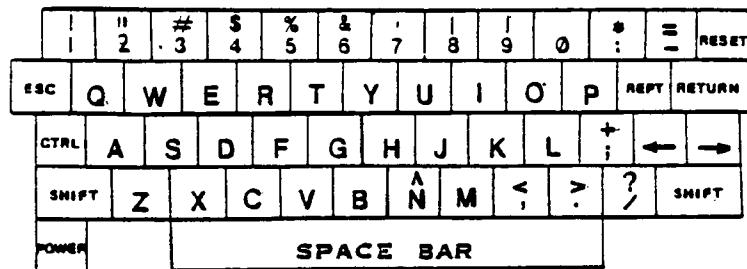
- APPLE II Plus or APPLE //e
- 48K Memory
- Two disk drives
- Diskettes
- Monitor
- Printer

When running MECC DATA HANDLER:

DRIVE 1 will contain the PROGRAM DISKETTE
DRIVE 2 will contain the DATA DISKETTE

APPLE KEYBOARD/SPECIAL KEYS

MECC DATA HANDLER uses "special" keys when inputting data. An explanation of these "special" keys is shown below.



APPLE II KEYBOARD

CTRL

Control Key: This key is similar to a shift key. By holding down the CTRL key and pressing another key, special commands are given.

CTRL D

Control - D: This key combination deletes all data from the cursor position to the end of the line.

CTRL Q

Control - Q: This key combination is identical to pressing RETURN after the last data field. This can be used as a "speedy method" for completing the current screen.

ESC

Escape Key: This key moves the cursor to the previous data field (or to the previous screen).

Q

Letter "Q" key: This key is used to "QUIT," or abort an option, and return to the previous menu.

←

Backspace Key: This key moves the cursor to the left in order to correct mistakes.

(NOTE: The data is not removed as the cursor passes over.)

→

Forward Key: This key moves the cursor to the right in order to correct mistakes.

(NOTE: The data is not removed as the cursor passes over.)

RESET

Reset Key: This key will automatically re-boot the system.

RETURN

Return Key: This key is similar to a carriage return key on a typewriter. It is used to move from data field to data field and from screen to screen. It is the opposite of the ESC key.

APPLE KEYBOARD/SPECIAL KEYS (cont'd)

SHIFT

Shift Key: This key is used like the shift key on a typewriter. On some keys there are two characters, one on the top and one on the bottom. While holding down either of the two shift keys, the character on the top of the key will be typed.

SPACE BAR

Space Bar: This key clears data when the cursor moves over it. (NOTE: Not all fields allow use of the space bar. If the computer "beeps," and the cursor does not move, CTRL - D, as described above, must be used.)

**CAPS
LOCK**

(For APPLE //e users) **Caps Lock Key:** This key, when depressed, will allow you to type upper-case letters. NOTE: If you are entering special function keys (e.g., CTRL D, CTRL Q, Q), the Caps Lock Key must be depressed.

DELETE

(For APPLE //e users) **Delete Key:** This key will not allow you to delete information on DATA HANDLER.

BOOTING THE SYSTEM

Boot the System refers to the process of adding the Disk Operating System (DOS) commands to the BASIC program in your APPLE II.

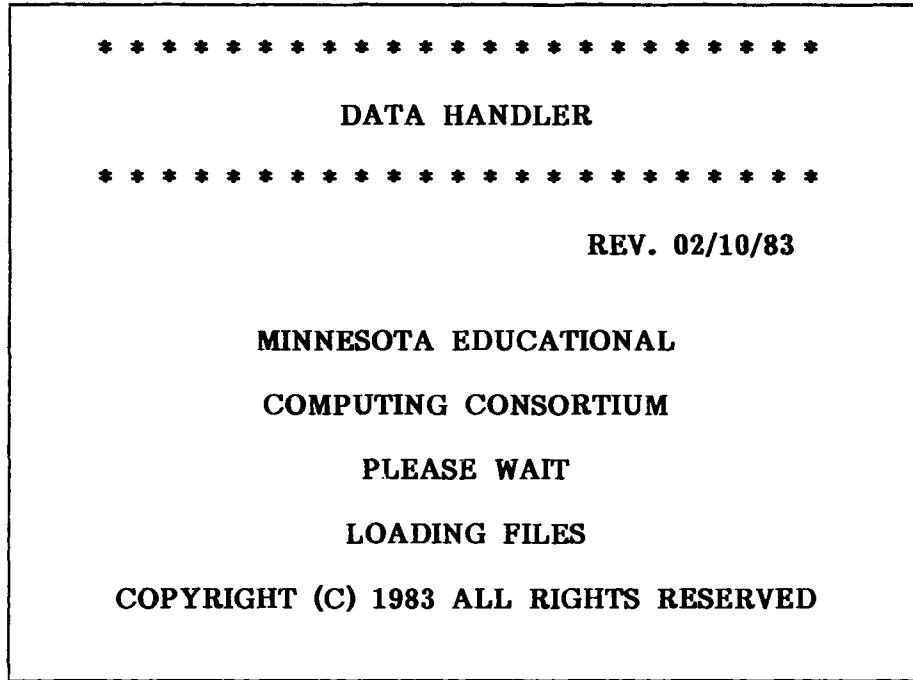
Steps to follow in booting the system:

1. Turn on the TV or monitor.
2. Open the door of disk drive 1 by lifting up on it. Gently insert the MECC DATA HANDLER program diskette (exposed oval part first with the diskette label up) and close the door.
3. Turn on the APPLE power switch (located on the left rear corner).

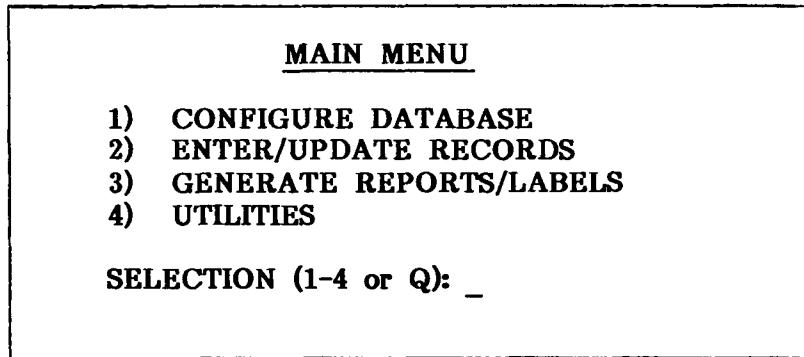
NOTE: If an Autostart APPLE is being used, the disk will automatically start spinning, and booting will occur when the APPLE is powered on.

MAIN MENU OVERVIEW

The following screens will appear once the user has "booted the system."



NOTE: The DATA HANDLER revision date is located in the upper right-hand corner.



MAIN MENU OVERVIEW (cont'd)

An overview of each selection on the **MAIN MENU** is shown below:

CONFIGURE DATABASE (selection 1)

This selection will display the CONFIGURATION MENU. This menu will allow the user to initialize the database, enter and modify data fields, enter and modify default values, and change the number of key fields.

ENTER/UPDATE RECORDS (selection 2)

This selection will display the ENTER/UPDATE RECORDS MENU. This menu will allow the user to enter, modify, view, and delete records.

GENERATE REPORTS/LABELS (selection 3)

This selection will display the REPORTS MENU. This menu will allow the user to create and modify print formats, search records, sort records, and print the reports and/or labels.

UTILITIES (selection 4)

This selection will display the UTILITIES MENU. This menu will allow the user to create backup data diskettes and to back up, recover, catalog, and delete format files. Also, if needed, procedures to set the printer options are provided.

The remaining sections of this manual will help to further explain each selection on the **MAIN MENU**.

CONFIGURATION MENU

INITIALIZE DATABASE

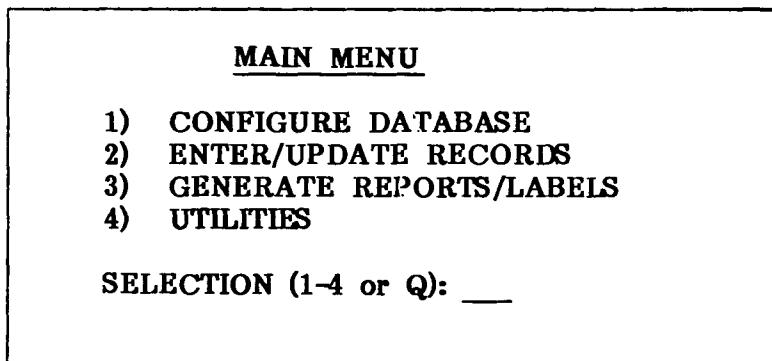
The following procedures will explain how to initialize the database diskette. Initialize means to erase all other data and format the diskette for storing the database information.

Materials

Needed: DATA HANDLER PROGRAM diskette
Blank diskette (diskette to be initialized)

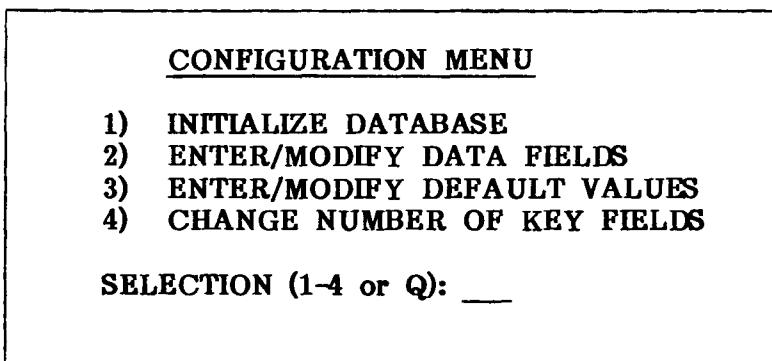
Step 1: Insert the DATA HANDLER PROGRAM diskette into drive 1 and the blank diskette into drive 2 and boot the system.

Step 2: The MAIN MENU screen will appear:



Enter 1 (CONFIGURE DATABASE) and press RETURN.

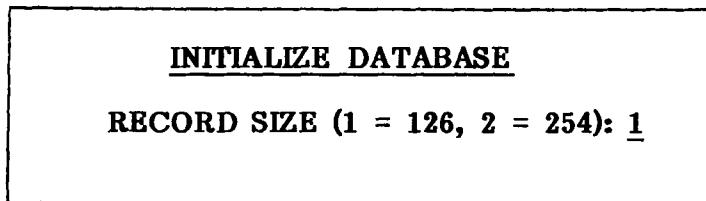
Step 3: The CONFIGURATION MENU screen will appear:



Enter 1 (INITIALIZE DATABASE) and press RETURN.

INITIALIZE DATABASE (cont'd)

Step 4: The INITIALIZE DATABASE screen will appear:



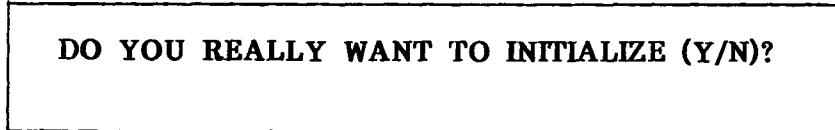
Enter the number corresponding to the desired record size and press RETURN.

For example:

If the database diskette should allow up to 1050 records, with a maximum record length of 126 characters, press RETURN, **OR**

If the database diskette should allow up to 525 records with a maximum record length of 254 characters, enter 2 and press RETURN.

Step 5: The following question will appear:



Enter Y - to begin initializing the diskette in drive 2, press RETURN, **OR**

Enter N - to return to the CONFIGURATION MENU, press RETURN (see Step 3).

Step 6: The following message will appear as the diskette is being initialized.



Once the diskette has been initialized the CONFIGURATION MENU screen will appear.

DESIGN DATA FIELDS

The following pages will contain procedures on how to design, enter, and modify data fields.

DESIGN DATA FIELDS

Prior to using the MECC DATA HANDLER, the user must design a database using the steps below:

- 1) determine what data is to be stored,
- 2) determine the number of records to be stored,
- 3) determine the names and lengths of each data field (complete the form on p. 18),

NOTE: A RECORD MAY CONTAIN UP TO 80 DATA FIELDS!

- 4) determine which data fields will uniquely identify one record from another (i.e., KEY DATA FIELDS).

**NOTE: KEY DATA FIELD/S MUST BE THE FIRST DATA FIELD/S ENTERED.
(Key fields are explained on p. 26.)**

The following example shows how to complete the above steps.

- 1) a general mailing label file
- 2) 525 or less records (254 characters allowed per record)

| 3) | <u>FIELD NAME</u> | <u>LENGTH</u> |
|----|-------------------|---------------|
| | LAST NAME | 15 |
| | FIRST NAME | 10 |
| | STREET ADDRESS | 15 |
| | CITY | 15 |
| | STATE | 2 |
| | ZIP | 5 |

- 4) LAST NAME and FIRST NAME will be the Key Data Fields.

DATA FIELD CONFIGURATION FORM

(Use additional copies of this form if more data fields are needed for a record.)

NOTE: A RECORD MAY CONTAIN UP TO 80 DATA FIELDS.

ENTER/MODIFY DATA FIELDS

ENTER DATA FIELDS

After completing the **DATA FIELD CONFIGURATION FORM** (page 18), the user can enter this information into the system using the following steps.

NOTE: Data Field lengths should not be changed, once you have started entering data.

Materials

Needed: DATA HANDLER PROGRAM diskette
Initialized diskette (see INITIALIZE DATABASE, page 15)

Step 1: The MAIN MENU screen is shown below.

| |
|---|
| <p style="text-align: center;"><u>MAIN MENU</u></p> <p>1) CONFIGURE DATABASE 2) ENTER/UPDATE RECORDS 3) GENERATE REPORTS/LABELS 4) UTILITIES</p> <p>SELECTION (1-4 or Q): _____</p> |
|---|

Enter 1 (CONFIGURE DATABASE) and press RETURN.

Step 2: The CONFIGURATION MENU screen will appear:

| |
|---|
| <p style="text-align: center;"><u>CONFIGURATION MENU</u></p> <p>1) INITIALIZE DATABASE 2) ENTER/MODIFY DATA FIELDS 3) ENTER/MODIFY DEFAULT VALUES 4) CHANGE NUMBER OF KEY FIELDS</p> <p>SELECTION (1-4 or Q): _____</p> |
|---|

Enter 2 (ENTER/MODIFY DATA FIELDS) and press RETURN.

ENTER/MODIFY DATA FIELDS (cont'd)

Step 3: The DATA FIELD CONFIGURATION screen will appear:

| | | |
|-----------------------------------|--|--------------------|
| DATA FIELD CONFIGURATION | | PAGE 1 OF 1 |
| ----- | | |
| NUMBER OF CHARACTERS LEFT: | | |

This screen will be used to enter the data field names and lengths. An explanation of some items on the DATA FIELD CONFIGURATION screen are shown below:

PAGE 1 OF 1 (appears in the upper right-hand corner of the screen) refers to the screen number. For example, if a user entered the maximum number of data fields (80 data fields) it would take 9 screens (e.g., PAGE 1 OF 9, PAGE 2 OF 9, PAGE 3 OF 9, etc.).

NUMBER OF CHARACTERS LEFT (appears at the bottom of the screen) refers to the available number of characters. For example, when a user is just starting to define the data fields, the available number of characters will be either 126 or 254 depending on how the diskette was initialized (see page 16). The available number will then decrease each time a data field length is entered, thereby keeping the user informed as to how many characters are left.

NOTE: A colon will be placed after each data field name, once the data field configuration is saved. However, the user determines the location of these colons when entering the data field names.

Sample 1 If the user wants the colon to directly follow the data field name, then press RETURN right after entering the field name.

| | | | |
|----------------|-------|---|-----------------|
| LAST NAME | ----- | = | LAST NAME: |
| FIRST NAME | ----- | = | FIRST NAME: |
| STREET ADDRESS | ----- | = | STREET ADDRESS: |

ENTER/MODIFY DATA FIELDS (cont'd)

Sample 2 If the user wants the colons to be aligned on the screen, then use the space bar to position the cursor to the desired colon location and press RETURN.

| | | | |
|----------------|-------|-------------------|---|
| LAST NAME | ----- | = LAST NAME | : |
| FIRST NAME | ----- | = FIRST NAME | : |
| STREET ADDRESS | ----- | = STREET ADDRESS: | |

HOW TO ENTER THE DATA FIELD NAMES AND LENGTHS?

The cursor will be positioned in the upper left-hand corner of the screen. Using the completed DATA FIELD CONFIGURATION FORM:

Enter the FIRST FIELD NAME (e.g., LAST NAME) and press RETURN. Next, enter the LENGTH (e.g., 15) and press RETURN.

Enter the second FIELD NAME (e.g., FIRST NAME) and press RETURN. Next, enter the LENGTH (e.g., 10) and press RETURN.

Repeat these procedures until all the data fields are entered.

REMEMBER: KEY DATA FIELDS MUST BE ENTERED FIRST!

For example:

| DATA FIELD CONFIGURATION | | PAGE 1 OF 1 |
|---------------------------|-------|-------------|
| LAST NAME | ----- | 15 |
| FIRST NAME | ----- | 10 |
| STREET ADDRESS | ----- | 15 |
| CITY | ----- | 15 |
| STATE | ----- | 2 |
| ZIP | ----- | 5 |
| SAVE CONFIGURATION (Y/N)? | | |

When all the fields have been entered, press CTRL Q. The question **SAVE CONFIGURATION (Y/N)?** will appear at the bottom of the screen.

Enter **Y** (YES) and press RETURN to save the DATA FIELD CONFIGURATION. The CONFIGURATION MENU will appear again.

Enter **N** (NO) and press RETURN to return to the CONFIGURATION MENU.

ENTER/MODIFY DATA FIELDS (cont'd)

MODIFY OR VIEW DATA FIELDS

Once the data fields have been entered, the user may view or modify these fields as needed.

If errors are found, the cursor can be moved by pressing the RETURN key to the field which is incorrect. Then, using the right arrow key (→), move to the point of the error. Make the correction and press RETURN to move to the next field.

If the user has mistakenly made a field or fields too large and has reached the character limit, the previously entered fields must be modified prior to adding any new fields. To make any corrections, press the ESC key. This will move the cursor in a reverse direction (including to previous pages). Continue to press ESC until the incorrect field is reached, make the correction, and press RETURN until the cursor reaches the next available blank line. When the ESC key is pressed to back up, the computer will subtract the number of characters used. When RETURN is pressed again, the number of characters will be re-totaled at the beginning of each field.

NOTE: The space bar may be used to delete information from the Data Field Names, but each space acts as a character within the program. When the configuration is saved, colons are added after the last character in the name field. Therefore, when using MODIFY OR VIEW DATA FIELDS, delete any unwanted data that falls to the right of the cursor using CTRL D. This will force the colons to appear immediately after the data field name rather than after several spaces.

ENTER/MODIFY DEFAULT VALUES

DEFAULT VALUES allow the user to assign specific data to a field. (For example, the data field "STATE" may have a default value of "MN".) Therefore, each time the user enters a new record the defined data field default values will automatically be displayed.

NOTE: DEFAULT VALUES MAY BE OVERLAYERED WITH OTHER DATA FOR ANY INDIVIDUAL RECORD WITHOUT AFFECTING THE DEFAULT CONDITION FOR OTHER RECORDS. (For example, the default value (MN) for the data field "STATE" may be overlayed with another value (WI).

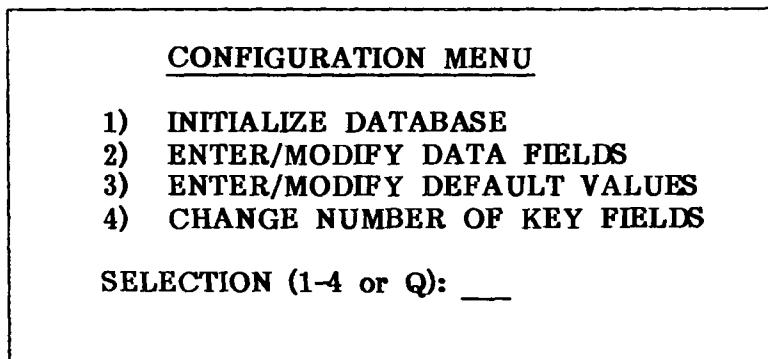
The following procedures will explain how to define "default values" for data fields.

NOTE: The data fields must be defined before entering default values.

Materials

Needed: DATA HANDLER PROGRAM diskette
DATA diskette

Step 1: The CONFIGURATION MENU is shown below:



Enter 3 (ENTER/MODIFY DEFAULT VALUES) and press RETURN.

ENTER/MODIFY DEFAULT VALUES (cont'd)

Step 2: The screen containing the user-defined data fields will appear:

For example:

| DEFAULT ENTRY VALUES | | PAGE 1 OF 1 |
|----------------------|---|-------------|
| LAST NAME | : | ----- |
| FIRST NAME | : | ----- |
| STREET ADDRESS | : | ----- |
| CITY | : | ----- |
| STATE | : | ----- |
| ZIP | : | ----- |

NOTE: At some point (usually after the 1st or 2nd line), a blank line will appear. This line separates "Key Data" from the remainder of the file. Key Data is further described later in this manual but it is important to note - **NO DEFAULT VALUES SHOULD BE ENTERED IN THE KEY DATA FIELDS** (which appear above the blank line.) Any data field after the first eight will appear on continuing pages in groups of nine.

The cursor will be positioned at the first data field on the screen. Using the RETURN key, tab down to the data field(s) which will contain the default value(s).

ENTER/MODIFY DEFAULT VALUES (cont'd)

Example: (The default value of "MN" has been entered for the "STATE" data field.)

| DEFAULT ENTRY VALUES | | PAGE 1 OF 1 |
|------------------------|---|-------------|
| LAST NAME | : | ----- |
| FIRST NAME | : | ----- |
| STREET ADDRESS | : | ----- |
| CITY | : | ----- |
| STATE | : | <u>MN</u> |
| ZIP | : | ----- |
| SAVE DEFAULT VALUES? Y | | |

The question, **SAVE DEFAULT VALUES?**, will appear at the bottom of the screen.

If the default values are to be saved on the data diskette, press RETURN.

If the default values are not to be saved, enter N and press RETURN.

The CONFIGURATION MENU will appear again.

CHANGE NUMBER OF KEY FIELDS

KEY DATA FIELDS are to be thought of as "access fields." These "access fields" are used once actual data has been added to the file. The user enters the key data fields or "access fields," and the computer will scan the file for the record with the same data. If a matching record is found, the record will be displayed on the screen. If a matching record cannot be found, the cursor will be positioned in the next data field, and the user can enter a new record.

The following procedures will explain how to change the number of key data fields.

NOTE: The number of Key Data Fields and their lengths should not be changed once actual data has been entered.

Materials

Needed: DATA HANDLER PROGRAM diskette
DATA diskette

Step 1: The CONFIGURATION MENU is shown below:

| |
|---|
| <p style="text-align: center;"><u>CONFIGURATION MENU</u></p> <p>1) INITIALIZE DATABASE 2) ENTER/MODIFY DATA FIELDS 3) ENTER/MODIFY DEFAULT VALUES 4) CHANGE NUMBER OF KEY FIELDS</p> <p>SELECTION (1-4 or Q): _____</p> |
|---|

Enter 4 (**CHANGE NUMBER OF KEY FIELDS**) and press RETURN.

CHANGE NUMBER OF KEY FIELDS (cont'd)

Step 2: The following screen will appear:

| |
|------------------------------------|
| <u>CHANGE NUMBER OF KEY FIELDS</u> |
| ENTER NUMBER OF FIELDS: 1 |

NOTE: It is wise to use the fewest possible lines as key data fields in order to avoid typing unnecessary access information when searching, deleting, or updating files after inputting is complete. The fewer key data fields will also speed up the overall use of the DATA HANDLER.

The above screen has a default of one key field. If only one key field is needed, press RETURN.

If more than one key field is needed, enter the correct number and press RETURN.

The entered information will be saved on the data diskette, and the CONFIGURATION MENU will appear.

ENTER/UPDATE RECORDS MENU

ENTER/MODIFY/VIEW RECORDS

The following procedures will explain how to enter, modify, and view records.

Materials

Needed: DATA HANDLER PROGRAM diskette
DATA diskette

Step 1: The ENTER/UPDATE RECORDS MENU is shown below:

ENTER/UPDATE RECORDS MENU

- 1) ENTER/MODIFY/VIEW RECORDS
- 2) DELETE RECORDS

SELECTION (1-2 or Q):

Enter 1 (ENTER/MODIFY/VIEW RECORDS) and press RETURN.

Step 2: The ENTER/MODIFY/VIEW RECORDS screen containing the user-defined data fields (defined in the CONFIGURATION MENU, selection 2) will appear.

For example:

ENTER/MODIFY/VIEW RECORDS PAGE 1 OF 1

| | | |
|----------------|---|-------------------|
| LAST NAME | : | ----- |
| FIRST NAME | : | ----- |
| STREET ADDRESS | : | ----- |
| CITY | : | ----- |
| STATE | : | <u>M</u> <u>N</u> |
| ZIP | : | ----- |

RECORDS USED: 0

ENTER/MODIFY/VIEW RECORDS (cont'd)

Step 3: Enter the key data fields and press RETURN (e.g., LAST NAME and FIRST NAME). The computer will scan the file for a record matching the data fields entered.

Step 4: a) ENTER A RECORD

If a matching record cannot be found, the message **RECORD IS NEW** will appear at the bottom of the screen.

For example:

| ENTER/MODIFY/VIEW RECORDS | | PAGE 1 OF 1 |
|---------------------------|---|-----------------------|
| LAST NAME | : | A N D E R S O N ----- |
| FIRST NAME | : | S A L L Y ----- |
| STREET ADDRESS | : | ----- |
| CITY | : | ----- |
| STATE | : | M N ----- |
| ZIP | : | ----- |
| RECORDS USED: | | RECORD IS NEW |

The cursor will be positioned in the field following the key data fields (e.g., STREET ADDRESS). Enter the requested information to complete the record. Once the record information has been added, press RETURN and a new input screen will appear (e.g., see Step 2).

NOTE: Each time a new record is added, the message "**RECORDS USED**" (located at the bottom of the screen) will increase by one. This will help the user keep a tally of the number of records that have been entered.

To add another record, begin by entering the key data fields. If the record is new, repeat the above procedures.

To quit entering records, enter Q and press RETURN. The ENTER/UPDATE RECORDS MENU will appear.

ENTER/MODIFY/VIEW RECORDS (cont'd)

Step 4: b) MODIFY OR VIEW A RECORD

If a matching record is found, the record information will be displayed on the screen along with the message **RECORD FOUND**.

For example:

| ENTER/MODIFY/VIEW RECORDS | | PAGE 1 OF 1 |
|---------------------------|--|--------------|
| LAST NAME | : <u>A</u> <u>N</u> <u>D</u> <u>E</u> <u>R</u> <u>S</u> <u>O</u> <u>N</u> ----- | |
| FIRST NAME | : <u>S</u> <u>A</u> <u>L</u> <u>L</u> <u>Y</u> ----- | |
| STREET ADDRESS | : <u>8</u> <u>0</u> <u>1</u> - <u>O</u> <u>R</u> <u>A</u> <u>N</u> <u>G</u> <u>E</u> - <u>S</u> <u>T</u> ----- | |
| CITY | : <u>S</u> <u>T</u> . - <u>P</u> <u>A</u> <u>U</u> <u>L</u> ----- | |
| STATE | : <u>M</u> <u>N</u> ----- | |
| ZIP | : <u>5</u> <u>5</u> <u>1</u> <u>1</u> <u>6</u> | |
| RECORDS USED: 2 | | RECORD FOUND |

The cursor will be positioned in the field following the key data fields. The displayed data can now be modified or viewed.

To quit, enter Q and press RETURN. The ENTER/UPDATE RECORDS MENU will appear.

DELETE RECORDS

The following procedures will explain how to delete records.

Materials

Needed: DATA HANDLER PROGRAM diskette
DATA diskette

Step 1: The ENTER/UPDATE RECORDS MENU is shown below:

| | |
|----------------------------------|---------------------------|
| <u>ENTER/UPDATE RECORDS MENU</u> | |
| 1) | ENTER/MODIFY/VIEW RECORDS |
| 2) | DELETE RECORDS |
| SELECTION (1-2 or Q): _____ | |

Enter 2 (DELETE RECORDS) and press RETURN.

Step 2: The DELETE RECORDS screen containing the user-defined data fields (defined in the CONFIGURATION MENU, selection 2) will appear.

For example:

| | | |
|----------------|---|-------------|
| DELETE RECORDS | | PAGE 1 OF 1 |
| LAST NAME | : | ----- |
| FIRST NAME | : | ----- |
| STREET ADDRESS | : | ----- |
| CITY | : | ----- |
| STATE | : | M N |
| ZIP | : | ----- |

DELETE RECORDS (cont'd)

Step 3: Enter the key data fields of the record to be deleted and press RETURN (e.g., enter LAST NAME and FIRST NAME). The computer will scan the file for a record matching the data fields entered.

Step 4: a) If a matching record is found, the other data field information will be displayed on the screen along with the following question:

DO YOU WISH TO DELETE THIS RECORD?

For example:

DELETE RECORDS

PAGE 1 OF 1

| | | | | | | | | | | | | | |
|----------------|---|---|----------|---|-------|-------|-------|---|---|-------|-------|----|-------|
| LAST NAME | : | S | M | I | T | H | ----- | | | | | | |
| FIRST NAME | : | J | <u>Q</u> | E | ----- | ----- | | | | | | | |
| STREET ADDRESS | : | 2 | 2 | 2 | | T | H | I | R | D | S | T. | ----- |
| CITY | : | S | T | . | | P | A | U | L | ----- | ----- | | |
| STATE | : | M | N | | | | | | | | | | |
| ZIP | : | 5 | 5 | 1 | 0 | 1 | | | | | | | |

DO YOU WISH TO DELETE THIS RECORD?

If the record is to be deleted, enter Y and press RETURN. The record will be deleted.

OR

If the record is **NOT** to be deleted, enter N and press RETURN.

The user-defined data field screen will appear again. Enter another record to delete or enter Q to quit and return to the ENTER/UPDATE RECORDS MENU.

DELETE RECORDS (cont'd)

Step 4: b) If a matching record **CANNOT** be found, the following message will appear:

**CANNOT FIND RECORD
PRESS ANY KEY TO CONTINUE**

For example:

DELETE RECORDS

PAGE 1 OF 1

| | | | | | | | |
|----------------|---|-------|-------|-------|-------|-------|-------|
| LAST NAME | : | S | M | I | T | H | ----- |
| FIRST NAME | : | J | O | E | ----- | ----- | |
| STREET ADDRESS | : | ----- | ----- | ----- | ----- | ----- | |
| CITY | : | ----- | ----- | ----- | ----- | ----- | |
| STATE | : | ----- | ----- | ----- | ----- | ----- | |
| ZIP | : | ----- | ----- | ----- | ----- | ----- | |

**CANNOT FIND RECORD
PRESS ANY KEY TO CONTINUE**

Press any key to try again. Enter the key data field information and repeat Step 4.

To quit, enter Q and press RETURN. The ENTER/UPDATE RECORDS MENU will appear.

REPORTS MENU
CREATE/MODIFY PRINT FORMAT

The following procedures will explain how to create or modify a print format. A print format can be defined as a means of arranging the data fields in a specific form or style to produce reports or labels. A user can define many different print formats for use with the same data file. Each format will be given a unique name, thereby allowing the user to request reports/labels as often as necessary without recreating a new print format.

Materials

Needed: DATA HANDLER PROGRAM diskette
DATA diskette

Step 1: The REPORTS MENU is shown below:

| |
|--|
| <p style="text-align: center;"><u>REPORTS MENU</u></p> <p>1) CREATE/MODIFY PRINT FORMAT 2) SEARCH RECORDS 3) SORT RECORDS 4) PRINT REPORT/LABEL</p> <p>SELECTION (1-4 or Q): _____</p> |
|--|

Enter 1 (CREATE/MODIFY PRINT FORMAT) and press RETURN.

Step 2: The CREATE/MODIFY PRINT FORMAT screen will appear:

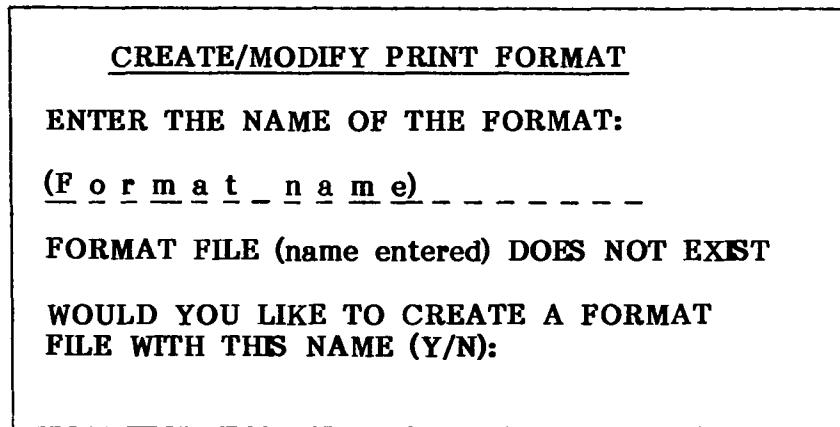
| |
|---|
| <p style="text-align: center;"><u>CREATE/MODIFY PRINT FORMAT</u></p> <p>ENTER THE NAME OF THE FORMAT: -----</p> |
|---|

Enter a unique format name which is to be used as a report identifier and press RETURN. (Example names might be Student list, Parent list, Mailing labels, Inventory list, etc.) Make a note of the name used.

NOTE: Press RETURN to see a catalog or list of the current format files.

CREATE/MODIFY PRINT FORMAT (cont'd)

Step 3: The following screen will appear:



To create a format file with this name, enter Y and press RETURN.
To enter a different format file name, enter N and press RETURN (repeat Step 2).

NOTE: The remaining steps will be separated into two sections:

- 1) **HOW TO CREATE A REPORT FORMAT**, page 36
- 2) **HOW TO CREATE A LABEL FORMAT**, page 38

CREATE/MODIFY PRINT FORMAT (cont'd)

HOW TO CREATE A REPORT FORMAT

Steps 1-3: See pages 34 through 35.

Step 4: The following screen will appear:

| |
|---|
| CREATE/MODIFY PRINT FORMAT |
| LABEL OR REPORT FORMAT (L OR R): <u> </u> |

Enter **R** (REPORT) and press RETURN.

NOTE: If the report format was previously defined, the parameters would automatically be displayed.

Step 5: The following question will appear:

| |
|---|
| NO. OF PRINT CHARACTERS (80 OR 132): <u> </u> |
|---|

NO. OF PRINT CHARACTERS refers to the number of characters per line the printer is set up to print (80 or 132).

NOTE: An 8½" x 11" printout allows up to 80 characters.

An 11" x 17" printout (standard computer paper) allows up to 132 characters.

A space will fall between each field on the report and must be counted as a character (i.e., if 10 fields will print, allow for 9 spaces to separate them).

Determine the number of characters to print by adding the field sizes and spaces between the fields.

Enter **80** or **132** and press RETURN.

CREATE/MODIFY PRINT FORMAT (cont'd)

Step 6: The CREATE/MODIFY PRINT FORMAT screen containing the user-defined data fields (defined in the CONFIGURATION MENU, selection 2) will appear.

For example:

| CREATE/MODIFY PRINT FORMAT | | PAGE 1 OF 1 |
|----------------------------|-----|-------------|
| | ROW | SEQUENCE |
| LAST NAME | | -- -- |
| FIRST NAME | | -- -- |
| STREET ADDRESS | | -- -- |
| CITY | | -- -- |
| STATE | | -- -- |
| ZIP | | -- -- |

Determine which information should print on the report and in what order. Enter the order of the data fields by putting a number in the column called **SEQUENCE**.

NOTE: If a data field was added after you had already entered your data, that field must be the last field to print.

For example if the user wanted a report displaying **FIRST NAME**, **LAST NAME**, **STREET ADDRESS**, and **ZIP**. The user would enter:

| CREATE/MODIFY PRINT FORMAT | | PAGE 1 OF 1 |
|----------------------------|-----|-------------|
| | ROW | SEQUENCE |
| LAST NAME | | 2 -- |
| FIRST NAME | | 1 -- |
| STREET ADDRESS | | 3 -- |
| CITY | | -- -- |
| STATE | | -- -- |
| ZIP | | 4 -- |

The user can skip over any fields which should not be printed on the report.

Step 7: Enter CTRL-Q to save the format file and return to the REPORTS MENU.

CREATE/MODIFY PRINT FORMAT (cont'd)

HOW TO CREATE A LABEL FORMAT

Steps 1-3: See pages 34 though 35.

Step 4: The following screen will appear:

CREATE/MODIFY PRINT FORMAT

LABEL OR REPORT FORMAT (L or R):

Enter L (LABEL) and press RETURN.

NOTE: If the label format was previously defined, the parameters would automatically be displayed.

Step 5: The following question will appear:

NO. OF LABELS ACROSS (1-4):

Enter the number of labels across the page and press RETURN. Labels come in sheets of 1, 2, 3, or 4 across.

CREATE/MODIFY PRINT FORMAT (cont'd)

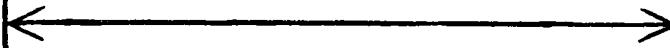
Step 6: The following question will appear:

LENGTH OF ONE LABEL LEFT TO RIGHT:

Measure in inches the length of one label from left to right. Enter the length and press RETURN (enter decimals if needed).

Example:

MEASURE LENGTH THIS WAY



NOTE: A three-inch label would be entered as 3, a three-and-one-half inch label would be entered as 3.5, a three-and-one-fourth inch label would be entered as 3.25, etc. There is no presumed decimal. Therefore, decimal points must be entered for fractions of an inch.

Step 7: The following question will appear:

**LENGTH FROM LEFT SIDE OF 1ST LABEL
TO LEFT SIDE OF 2ND LABEL:** -----

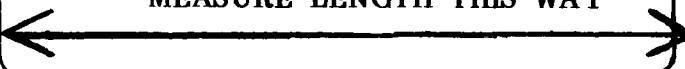
Measure in inches the total length from the left side of one label to the left side of the second label. Enter the length and press RETURN (enter decimals if needed).

Example:

FIRST LABEL

MEASURE LENGTH THIS WAY

SECOND LABEL



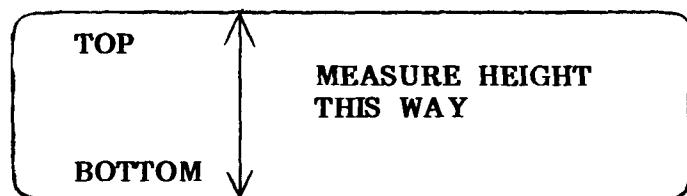
CREATE/MODIFY PRINT FORMAT (cont'd)

Step 8: The following question will appear:

HEIGHT OF ONE LABEL TOP TO BOTTOM: _ _ _

Measure in inches from top to bottom the height of one label. Enter the height and press RETURN (enter decimals if needed).

Example:

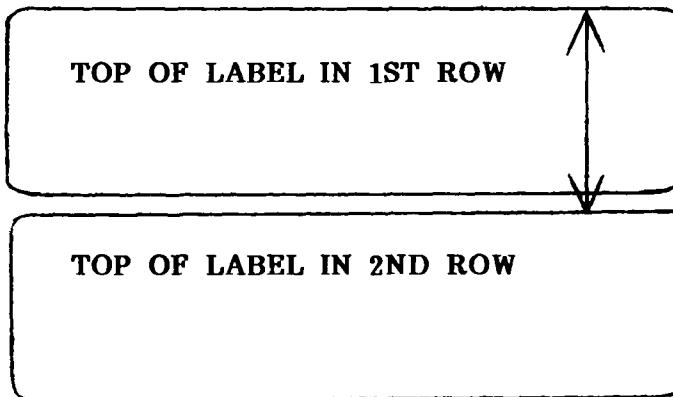


Step 9: The following question will appear:

**HEIGHT FROM TOP OF LABEL IN 1ST ROW
TO TOP OF LABEL IN 2ND ROW: _ _ _**

Measure two labels vertically from the top of the first label to the top of the second label. Enter the height and press RETURN (enter decimals if needed).

Example:



CREATE/MODIFY PRINT FORMAT (cont'd)

Step 10: The CREATE/MODIFY PRINT FORMAT screen containing the user-defined data fields (defined in the CONFIGURATION MENU, selection 2) will appear.

For example:

| CREATE/MODIFY PRINT FORMAT | | PAGE 1 OF 1 |
|----------------------------|-----|-------------|
| | ROW | SEQUENCE |
| LAST NAME | -- | -- |
| FIRST NAME | -- | -- |
| STREET ADDRESS | -- | -- |
| CITY | -- | -- |
| STATE | -- | -- |
| ZIP | -- | -- |

Notice there are two columns on this screen, one called **ROW**, and the other **SEQUENCE**. The term **ROW** refers to the line on the label. The term **SEQUENCE** refers to the order in which the data fields appear in the row.

For example, if the user wanted a label printed as follows:

| | | |
|-------------|----------------|-----------|
| ROW 1 - - - | FIRST NAME | LAST NAME |
| ROW 2 - - - | STREET ADDRESS | |
| ROW 3 - - - | CITY | STATE ZIP |

CREATE/MODIFY PRINT FORMAT (cont'd)

Step 10 (cont'd)

the user would enter:

| CREATE/MODIFY PRINT FORMAT | | PAGE 1 OF 1 |
|----------------------------|------------|-------------|
| | ROW | SEQUENCE |
| LAST NAME | <u>1</u> - | <u>2</u> - |
| FIRST NAME | <u>1</u> - | <u>1</u> - |
| STREET ADDRESS | <u>2</u> - | <u>1</u> - |
| CITY | <u>3</u> - | <u>1</u> - |
| STATE | <u>3</u> - | <u>2</u> - |
| ZIP | <u>3</u> - | <u>3</u> - |

Enter the **ROW** and **SEQUENCE** numbers for the label format.

REMEMBER: SEQUENCE REFERS TO THE ORDER IN WHICH THE DATA FIELDS APPEAR WITHIN THE ROW.

Step 11: The user now has two options:

- 1) Enter **CTRL-Q** - to save the label format and return to the REPORTS MENU.
- 2) Enter **Q** (press RETURN) - to modify or view the previous dimensions screen.

Once the format has been saved, the user can request to print these labels at any time.

Sample labels are shown on the following page.

CREATE/MODIFY PRINT FORMAT (cont'd)

This page contains sample labels which were produced using the format:

| FIRST NAME | LAST NAME |
|-------------------------|------------------|
| STREET ADDRESS | |
| CITY | STATE |
| MARTHA ANDERSON | |
| 2045 ORANGE STREET | |
| ST. PAUL MN 55101 | |
| MARTHA ANDERSON | |
| 2045 ORANGE STREET | |
| ST. PAUL MN 55101 | |
| ALICE BROWN | |
| 3389 E. ROSELAWN AVENUE | |
| ST. PAUL MN 55117 | |
| ALICE BROWN | |
| 3389 E. ROSELAWN AVENUE | |
| ST. PAUL MN 55117 | |
| GREG FISHER | |
| 88 SANDY LANE | |
| ROSEVILLE MN 55113 | |
| GREG FISHER | |
| 88 SANDY LANE | |
| ROSEVILLE MN 55113 | |
| TIMOTHY SMITH | |
| 1290 S. RICE STREET | |
| ST. PAUL MN 55117 | |
| TIMOTHY SMITH | |
| 1290 S. RICE STREET | |
| ST. PAUL MN 55117 | |
| ANN MARKING | |
| 3066 LARK STREET | |
| ST. PAUL MN 55117 | |
| ANN MARKING | |
| 3066 LARK STREET | |
| ST. PAUL MN 55117 | |
| GEORGE WELLS | |
| 22089 E. CRESTWOOD | |
| ST. PAUL MN 55118 | |
| GEORGE WELLS | |
| 22089 E. CRESTWOOD | |
| ST. PAUL MN 55118 | |
| SALLY MILLER | |
| 309 SULLIVAN STREET | |
| ROSEVILLE MN 55113 | |
| SALLY MILLER | |
| 309 SULLIVAN STREET | |
| ROSEVILLE MN 55113 | |

SEARCH RECORDS

SEARCH RECORDS means to look for records matching the requested data fields input. For example, the user can search records to find one-matching data field, multi-matching data fields, exclusion data fields, etc. The following procedures will help to further explain these different searches.

NOTE: If the entire file is to be printed, it is not necessary to use the search records selection.

Materials

Needed: DATA HANDLER PROGRAM diskette
DATA diskette

Step 1: The REPORTS MENU is shown below:

| |
|---|
| <p style="text-align: center;"><u>REPORTS MENU</u></p> <p>1) CREATE/MODIFY PRINT FORMAT 2) SEARCH RECORDS 3) SORT RECORDS 4) PRINT REPORT/LABEL</p> <p>SELECTION (1-4 or Q): <u> </u></p> |
|---|

Enter 2 (**SEARCH RECORDS**) and press RETURN.

SEARCH RECORDS (cont'd)

Step 2: The SEARCH RECORDS screen containing the user-defined data fields (defined in the CONFIGURATION MENU, selection 2) will appear:

For example:

| SEARCH RECORDS | | PAGE 1 OF 1 |
|----------------|---|-------------|
| LAST NAME | : | ----- |
| FIRST NAME | : | ----- |
| STREET ADDRESS | : | ----- |
| CITY | : | ----- |
| STATE | : | ----- |
| ZIP | : | ----- |

NOTE: The following pages contain examples of how to request different searches.

SEARCH RECORDS (cont'd)

Example 1: ONE-MATCHING DATA FIELD SEARCH

The following example shows how to search an address file for all the records which have **MN** in the data field called "**STATE**."

| SEARCH RECORDS | | PAGE 1 OF 1 |
|---------------------------|---|-------------|
| LAST NAME | : | ----- |
| FIRST NAME | : | ----- |
| STREET ADDRESS | : | ----- |
| CITY | : | ----- |
| STATE | : | <u>M N</u> |
| ZIP | : | ----- |
| 25 RECORDS FOUND | | |
| PRESS ANY KEY TO CONTINUE | | |

The number of records found to match the requested search will appear at the bottom of the screen. For example, the above search found 25 records which match the "STATE" of "MN." The REPORTS MENU will appear again by pressing any key.

SEARCH RECORDS (cont'd)

Example 2: MULTI-MATCHING DATA FIELDS SEARCH

The following example shows how to search a student file to find all fifth graders attending Lincoln School.

| SEARCH RECORDS | PAGE 1 OF 1 |
|--|-------------|
| STUDENT NAME : ADDRESS : CITY : STATE : ZIP : SCHOOL NAME : <u>L</u> <u>I</u> <u>N</u> <u>C</u> <u>O</u> <u>L</u> <u>N</u> GRADE : <u>0</u> <u>5</u> | |
| 108 RECORDS FOUND PRESS ANY KEY TO CONTINUE | |

The above search found that 108 fifth graders attended Lincoln School. The REPORTS MENU will appear by pressing any key.

SEARCH RECORDS (cont'd)

Example 3: EXCLUSION SEARCH

The following example shows how to search an employee file to find all employees NOT on Blue Cross Medical Insurance, but those on Delta Dental Insurance.

NOTE: The "#" symbol means exclude. Therefore, to exclude data from a search, enter the "#" symbol in the first position followed by the exclusion data (see below).

| SEARCH RECORDS | | PAGE 1 OF 1 |
|---------------------------|---|-----------------------------|
| EMPLOYEE NAME | : | ----- |
| EMPLOYEE NUMBER | : | ----- |
| MEDICAL INSURANCE | : | # B L U E _ C R O S S ----- |
| EFFECTIVE DATE | : | ----- |
| DENTAL INSURANCE | : | D E L T A ----- |
| EFFECTIVE DATE | : | ----- |
| 350 RECORDS FOUND | | |
| PRESS ANY KEY TO CONTINUE | | |

The above search found 350 employees that were **not** on Blue Cross, but on Delta Dental. The REPORTS MENU will appear by pressing any key.

SEARCH RECORDS (cont'd)

SUMMARY

- There are basically three types of searches:
 - 1) one-matching data field search
 - 2) multi-matching data fields search
 - 3) exclusion searches
- The "#" symbol is used to indicate exclusion.
 - 1) The "#" symbol must be in the first position.
 - 2) The data to be excluded from the search must directly follow the "#" symbol.
(e.g., # D A T A)
- The message RECORDS FOUND will be displayed following the search. This message indicates the exact number of records found to meet the requested search.
- After successfully completing the search, the user can return to the REPORTS MENU.

NOTE: Search options are lost once the computer returns to the **MAIN MENU**. Therefore, be sure to print **REPORTS** prior to returning to the **MAIN MENU**.

SORT RECORDS

SORT RECORDS allows the user to arrange the order or sequence in which the records are to be printed. For example, the user may need mailing labels sorted by zip code. The following procedures and examples will explain how to sort records.

Materials

Needed: DATA HANDLER PROGRAM diskette
DATA diskette

Step 1: Determine the order in which the records are to be sorted.

Step 2: The REPORTS MENU is shown below:

| |
|--|
| <p>REPORTS MENU</p> <p>1) CREATE/MODIFY PRINT FORMAT 2) SEARCH RECORDS 3) SORT RECORDS 4) PRINT REPORT/LABEL</p> <p>SELECTION (1-4 or Q): <u> </u></p> |
|--|

Enter 3 (SORT RECORDS) and press RETURN.

SORT RECORDS (cont'd)

Step 3: The SORT RECORDS screen containing the user-defined data fields (defined in CONFIGURATION MENU, selection 2) will appear. Notice there are two dashes following each data field name.

For example:

| SORT RECORDS | | PAGE 1 OF 1 |
|-----------------------|---|--------------------|
| LAST NAME | : | — — |
| FIRST NAME | : | — — |
| STREET ADDRESS | : | — — |
| CITY | : | — — |
| STATE | : | — — |
| ZIP | : | — — |

Step 4: Enter a number **only** in the data fields requested to be sorted.

For example, if the user wanted the report sorted first by zip code and then by last name, the user would enter a "1" by **ZIP** and a "2" by **LAST NAME**. See the example below:

| SORT RECORDS | | PAGE 1 OF 1 |
|-----------------------|---|--------------------|
| LAST NAME | : | <u>2</u> — |
| FIRST NAME | : | — — |
| STREET ADDRESS | : | — — |
| CITY | : | — — |
| STATE | : | — — |
| ZIP | : | <u>1</u> — |

SORT RECORDS (cont'd)

Step 5: After entering the SORT information, press CTRL-Q in the first available position. The file will be sorted as requested, and the REPORTS MENU screen will appear.

NOTE: If for some reason the selected sort should not begin, enter Q to abort the sort and return to the **REPORTS MENU**.

Sort options are lost once the computer returns to the **MAIN MENU**. Therefore, be sure to print reports prior to returning to the **MAIN MENU**. (See **REPORTS MENU**, selection 4, **PRINT REPORTS/LABELS**.)

It is possible to sort after a search has completed. It is also possible to sort, print, re-sort, and print as many times as desired.

PRINT REPORT/LABEL

The following procedures will explain how to print specific report and label file formats. Several unique types of file formats may have been entered, so it is imperative that the user know the correct name. (Appendix A on page 80 provides an example of a log sheet of all file formats. Users are strongly urged to complete a similar log.)

NOTE: If **SEARCH RECORDS** was selected, and the user has not yet returned to the **MAIN MENU**, the **PRINT REPORT/LABEL** selection will print only those records that were selected by the last search.

Materials

Needed: DATA HANDLER PROGRAM diskette
DATA diskette
Printer
Printer paper/forms/labels

POWER ON THE PRINTER AND LOAD ANY SPECIAL FORM PAPER OR LABELS.

HOW TO PRINT REPORTS

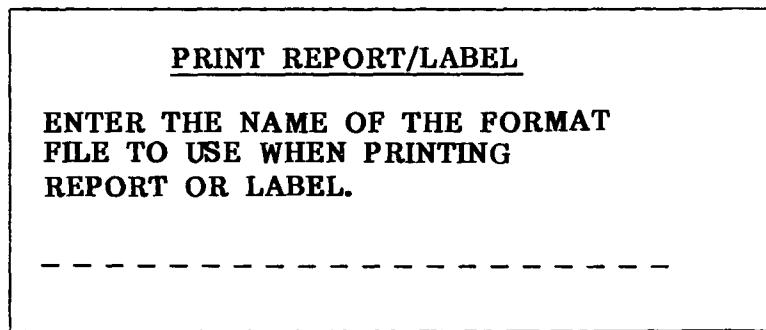
Step 1: The REPORTS MENU is shown below:

| |
|---|
| <p>REPORTS MENU</p> <p>1) CREATE/MODIFY PRINT FORMAT 2) SEARCH RECORDS 3) SORT RECORDS 4) PRINT REPORT/LABEL</p> <p>SELECTION (1-4 or Q): <u> </u></p> |
|---|

Enter 4 (PRINT REPORT/LABEL) and press RETURN.

PRINT REPORT/LABEL (cont'd)

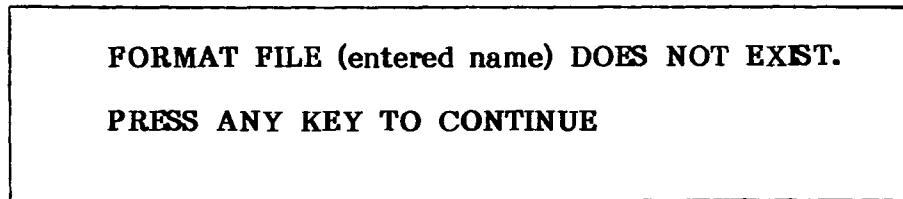
Step 2: The following screen will appear:



Enter the report format file name to print and press RETURN.

NOTE: If the user cannot remember the format file name, press RETURN and a catalog of the current format names will appear on the screen.

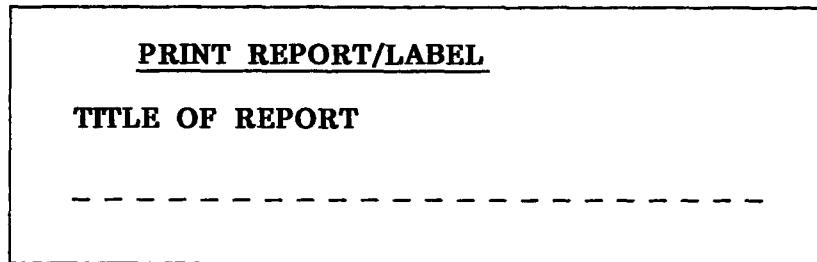
Step 3: If the format file cannot be found, the following message will appear:



Press any key to enter a new format file name (see Step 2).

PRINT REPORT/LABEL (cont'd)

If the format file is found, the following screen will appear:



If you would like a title to print on the report, enter the title name and press RETURN. The report will begin printing on the printer.

OR

If you do NOT want a title on the report, just press RETURN, and the report will begin printing.

When the report has finished printing, the REPORTS MENU will appear again. You may now request another report or quit (enter Q) and return to the MAIN MENU.

PRINT REPORT/LABEL (cont'd)

HOW TO PRINT LABELS

Step 1: The REPORTS MENU is shown below:

| |
|--|
| <p style="text-align: center;"><u>REPORTS MENU</u></p> <p>1) CREATE/MODIFY PRINT FORMAT 2) SEARCH RECORDS 3) SORT RECORDS 4) PRINT REPORT/LABEL</p> <p>SELECTION (1-4 or Q): _____</p> |
|--|

Enter 4 (PRINT REPORT/LABEL) and press RETURN.

Step 2: The following screen will appear:

| |
|--|
| <p style="text-align: center;"><u>PRINT REPORT/LABEL</u></p> <p>ENTER THE NAME OF THE FORMAT FILE TO USE WHEN PRINTING REPORT OR LABEL.</p> <p>-----</p> |
|--|

Enter the label format file name to print and press RETURN.

NOTE: If the user cannot remember the format file name, press RETURN and a catalog of the current format names will appear on the screen.

PRINT REPORT/LABEL (cont'd)

Step 3: If the format file cannot be found, the following message will appear:

FORMAT FILE (entered name) DOES NOT EXIST
PRESS ANY KEY TO CONTINUE

Press any key to enter a new format file name (see Step 2).

If the format file is found, the following screen will appear:

PRINT REPORT/LABEL
1) PRINT TEST LABELS
2) PRINT LABELS
SELECTION (1-2 or Q):

PRINT TEST LABELS

This selection will allow the user to:

- check the positioning of the labels,
- check the printing on the labels,
- correct the alignment, if needed.

Enter 1 (**PRINT TEST LABELS**) and press RETURN. This selection may be run over and over until proper alignment has been reached. Sample test labels are shown below:

222222222211111111111111
333333333333333333333333
4444444444556666666666

222222222211111111111111
333333333333333333333333
4444444444556666666666

222222222211111111111111
333333333333333333333333
4444444444556666666666

222222222211111111111111
333333333333333333333333
4444444444556666666666

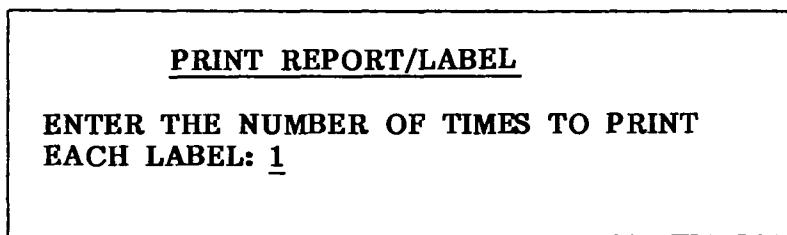
PRINT REPORT/LABEL (cont'd)

Step 3: (cont'd)

PRINT LABELS

To begin printing the actual labels, enter 2 (PRINT LABELS) and press RETURN.

The following screen will appear:



If the user only wants one set of labels, press RETURN.

If the user wants more than one set of labels, enter the number and press RETURN.

When the labels have finished printing, the REPORTS MENU will appear again. The user may now request another report/label format or quit (enter Q) and return to the MAIN MENU.

PRINT REPORT/LABEL (cont'd)

SAMPLE REPORTS

PAGE NO. 1 STUDENT INFORMATION REPORT

| LAST NAME | FIRST NAME | ADDRESS | CITY | ST ZIPCODE | PHONE (H | PHONE (E | GR | S |
|-----------|------------|-------------------------|-----------|------------|----------|----------|----|---|
| ANDERSON | MARTHA | 2045 ORANGE STREET | ST. PAUL | MN 55101 | 771-3456 | 638-0066 | 04 | F |
| BROWN | ALICE | 3389 E. ROSELAWN AVENUE | ST. PAUL | MN 55117 | 488-0755 | 777-9987 | 04 | F |
| FISHER | GREG | 88 SANDY LANE | ROSEVILLE | MN 55113 | 636-0889 | 484-9922 | 03 | M |
| HANSON | MARK | 444 E. COUNTY ROAD B | ST. PAUL | MN 55114 | 484-0871 | 639-8817 | 03 | M |
| MARKING | ANN | 3066 LARK STREET | ST. PAUL | MN 55117 | 488-0877 | 636-8811 | 05 | F |
| MILLER | SALLY | 309 SULLIVAN STREET | ROSEVILLE | MN 55113 | 636-0324 | 771-8042 | 05 | F |
| MOORE | RON | 3308 MARION STREET | ROSEVILLE | MN 55113 | 636-0774 | | 05 | M |
| SMITH | TIMOTHY | 1290 S. RICE STREET | ST. PAUL | MN 55117 | 771-3358 | 633-0911 | 02 | M |
| SWANSON | MARY | 809 E. MACKUBIN STREET | ST. PAUL | MN 55119 | 771-0882 | 638-8881 | 04 | F |
| THOMAS | LYNN | 494 W. OAKWOOD CURVE | ROSEVILLE | MN 55113 | 636-0842 | 776-0832 | 05 | F |
| WELLS | GEORGE | 22089 E. CRESTWOOD | ST. PAUL | MN 55118 | 771-0988 | 438-1276 | 04 | M |

PAGE NO. 1 MRS. JONES CLASS LIST

FIRST NAME LAST NAME

| FIRST NAME | LAST NAME |
|------------|-----------|
| MARTHA | ANDERSON |
| ALICE | BROWN |
| GREG | FISHER |
| MARK | HANSON |
| ANN | MARKING |
| SALLY | MILLER |
| RON | MOORE |
| TIMOTHY | SMITH |
| MARY | SWANSON |
| LYNN | THOMAS |
| GEORGE | WELLS |

PRINT REPORT/LABEL (cont'd)

SAMPLE REPORTS

PAGE NO. 1 LINCOLN ELEMENTARY SCHOOL

| DEPT. | BOOKS | CHAIRS | CHALKBOARDS | DESKS-STUDENT | DESKS-TEACHER | TABLES |
|----------------|-------|--------|-------------|---------------|---------------|--------|
| ART | 25 | 60 | 25 | 275 | 10 | 15 |
| ENGLISH | 100 | 25 | 33 | 120 | 25 | 33 |
| HEALTH | 49 | 22 | 33 | 40 | 3 | 12 |
| MATH | 60 | 30 | 20 | 108 | 12 | 20 |
| SCIENCE | 89 | 33 | 12 | 59 | 6 | 28 |
| SOCIAL STUDIES | 88 | 22 | 44 | 99 | 4 | 20 |

PAGE NO. 1 EMPLOYEE ADDRESS-PHONE LIST

| LAST NAME | FIRST NAME | ADDRESS | CITY | ST | ZIPCODE | PHONE-H | PHONE-E |
|-----------|------------|-------------------------|-----------|----|---------|----------|----------|
| ANDERSON | MARTHA | 2045 ORANGE STREET | ST. PAUL | MN | 55101 | 771-3456 | 638-0066 |
| BROWN | ALICE | 3389 E. ROSELAWN AVENUE | ST. PAUL | MN | 55117 | 488-0755 | 777-9987 |
| FISHER | GREG | 88 SANDY LANE | ROSEVILLE | MN | 55113 | 636-0889 | 484-9922 |
| HANSON | MARK | 444 E. COUNTY ROAD B | ST. PAUL | MN | 55114 | 484-0871 | 639-8817 |
| MARKING | ANN | 3066 LARK STREET | ST. PAUL | MN | 55117 | 488-0877 | 636-8811 |
| MILLER | SALLY | 309 SULLIVAN STREET | ROSEVILLE | MN | 55113 | 636-0324 | 771-8042 |
| MOORE | RON | 3308 MARION STREET | ROSEVILLE | MN | 55113 | 636-0774 | |
| SMITH | TIMOTHY | 1290 S. RICE STREET | ST. PAUL | MN | 55117 | 771-3358 | 633-0911 |
| SWANSON | MARY | 809 E. MACKUBIN STREET | ST. PAUL | MN | 55119 | 771-0882 | 638-8881 |
| THOMAS | LYNN | 494 N. OAKWOOD CURVE | ROSEVILLE | MN | 55113 | 636-0842 | 776-0832 |
| WELLS | GEORGE | 22089 E. CRESTWOOD | ST. PAUL | MN | 55118 | 771-0988 | 438-1276 |

PRINT REPORT/LABEL (cont'd)

SAMPLE LABELS

TO THE PARENTS OF:
JEANNE ANDREWS
28 FULHAM STREET
ST. PAUL MN 55113

TO THE PARENTS OF:
JEANNE ANDREWS
28 FULHAM STREET
ST. PAUL MN 55113

TO THE PARENTS OF:
CINDY BRAHM
3308 APPLETREE CURVE
ST. PAUL MN 55101

TO THE PARENTS OF:
BETTY CARLSON
38 S. WESTWOOD CIRCLE
ST. PAUL MN 55101

TO THE PARENTS OF:
JOHN DRAKE
1244 E. HAZELWOOD ST.
ST. PAUL MN 55016

TO THE PARENTS OF:
JOHN DRAKE
1244 E. HAZELWOOD ST.
ST. PAUL MN 55016

TO THE PARENTS OF:
MARY HANSON
308 WILLOW ROAD
ROSEVILLE MN 55113

TO THE PARENTS OF:
ANDREA JOHNSON
3098 S. WASHINGTON STREET
ST. PAUL MN 55110

TO THE PARENTS OF:
RICHARD LANGON
44 WEST HIGHWAY 28
ST. PAUL MN 55116

TO THE PARENTS OF:
RICHARD LANGON
44 WEST HIGHWAY 28
ST. PAUL MN 55116

TO THE PARENTS OF:
TOM MORRISON
3302 S. 4TH STREET
ST. PAUL MN 55110

TO THE PARENTS OF:
CHUCK SMITH
1688 E. AGATE STREET
ST. PAUL MN 55117

TO THE PARENTS OF:
CARL SWENSON
29 S. MARYLAND AVENUE
ST. PAUL MN 55101

TO THE PARENTS OF:
CARL SWENSON
29 S. MARYLAND AVENUE
ST. PAUL MN 55101

PRINT REPORT/LABEL (cont'd)

SAMPLE LABELS

| | | |
|---|---|---|
| MARTHA ANDERSON 2045 ORANGE STREET ST. PAUL MN 55101 | MARTHA ANDERSON 2045 ORANGE STREET ST. PAUL MN 55101 | MARTHA ANDERSON 2045 ORANGE STREET ST. PAUL MN 55101 |
| ALICE BROWN 3389 E. ROSELAWN AVENUE ST. PAUL MN 55117 | ALICE BROWN 3389 E. ROSELAWN AVENUE ST. PAUL MN 55117 | ALICE BROWN 3389 E. ROSELAWN AVENUE ST. PAUL MN 55117 |
| GREG FISHER 88 SANDY LANE ROSEVILLE MN 55113 | GREG FISHER 88 SANDY LANE ROSEVILLE MN 55113 | GREG FISHER 88 SANDY LANE ROSEVILLE MN 55113 |
| TIMOTHY SMITH 1290 S. RICE STREET ST. PAUL MN 55117 | TIMOTHY SMITH 1290 S. RICE STREET ST. PAUL MN 55117 | TIMOTHY SMITH 1290 S. RICE STREET ST. PAUL MN 55117 |
| ANN MARKING 3066 LARK STREET ST. PAUL MN 55117 | ANN MARKING 3066 LARK STREET ST. PAUL MN 55117 | ANN MARKING 3066 LARK STREET ST. PAUL MN 55117 |
| GEORGE WELLS 22089 E. CRESTWOOD ST. PAUL MN 55118 | GEORGE WELLS 22089 E. CRESTWOOD ST. PAUL MN 55118 | GEORGE WELLS 22089 E. CRESTWOOD ST. PAUL MN 55118 |
| SALLY MILLER 309 SULLIVAN STREET ROSEVILLE MN 55113 | SALLY MILLER 309 SULLIVAN STREET ROSEVILLE MN 55113 | SALLY MILLER 309 SULLIVAN STREET ROSEVILLE MN 55113 |
| MARY SWANSON 809 E. MACKUBIN STREET ST. PAUL MN 55119 | MARY SWANSON 809 E. MACKUBIN STREET ST. PAUL MN 55119 | MARY SWANSON 809 E. MACKUBIN STREET ST. PAUL MN 55119 |

UTILITIES MENU
BACKUP DATA DISKETTE

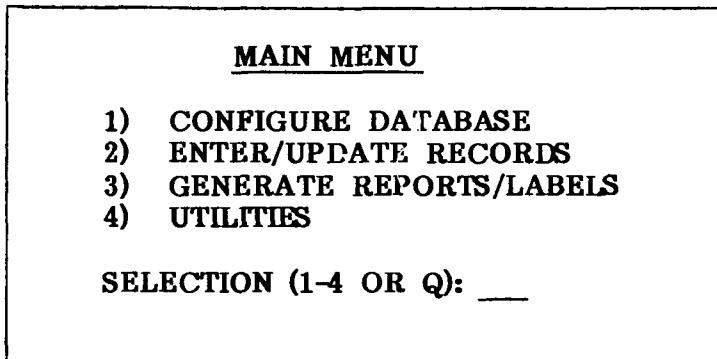
The following procedures explain how to create a backup copy of the data diskette.

Materials

Needed: DATA HANDLER diskette
Data diskette
Blank diskette

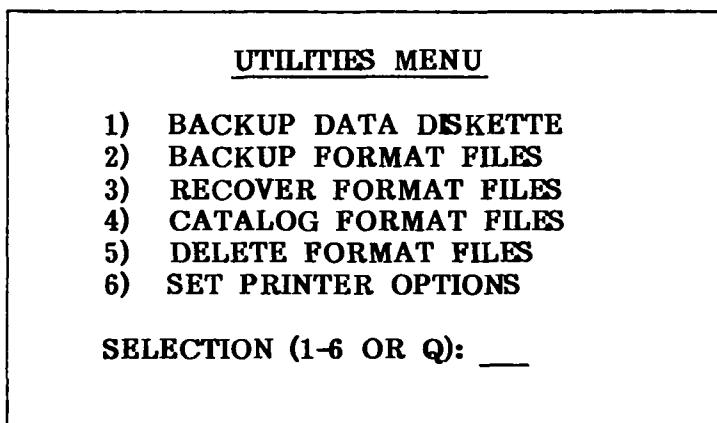
Step 1: Insert DATA HANDLER diskette into drive 1 and boot the system.

Step 2: The MAIN MENU screen will appear:



Enter 4 (UTILITIES) and press RETURN.

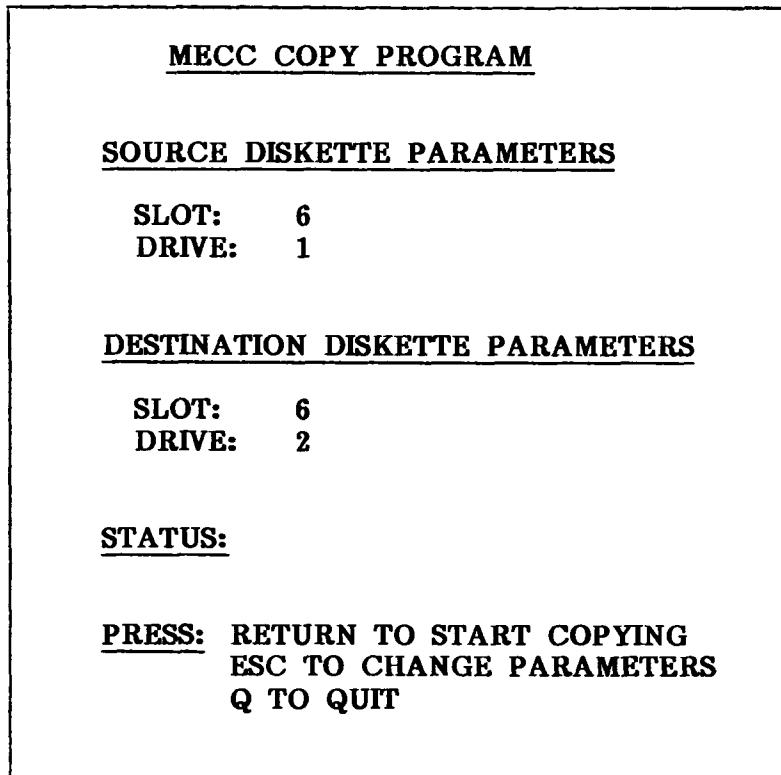
Step 3: The UTILITIES MENU screen will appear:



Enter 1 (BACKUP DATA DISKETTE) and press RETURN.

BACKUP DATA DISKETTE (cont'd)

Step 4: The following screen will appear:



An explanation of this screen is shown on the following pages.

BACKUP DATA DISKETTE (cont'd)

Step 4: (cont'd)

SOURCE DISKETTE PARAMETERS

The diskette to copy from.

DESTINATION DISKETTE PARAMETERS

The diskette to copy to.

SLOT

The location of the Controller Card in your APPLE (e.g., if your APPLE is configured correctly, this will be slot 6).

DRIVE

The location of the diskette (i.e., drive 1 will contain the diskette to copy from and drive 2 will contain the diskette to copy to).

STATUS

The messages displayed as the copy program is progressing (e.g., STATUS will display FORMATTING, READING, and WRITING as the diskettes are being copied).

PRESS

Indicates the key to press in order to begin copying, change parameters, and quit.

| | |
|---------------------|----------------------|
| Press RETURN | to start copying |
| Press ESC | to change parameters |
| Press Q | to quit. |

BACKUP DATA DISKETTE (cont'd)

Step 5: If the default parameters (i.e., SLOT and DRIVE numbers) are correct and the diskettes are in the proper drives (i.e., drive 1 contains diskette to copy from and drive 2 contains blank diskette to copy to), press RETURN to begin copying the diskettes.

If the default parameters are **NOT** correct, press the **ESC** key, and the cursor will move up to "SOURCE DISKETTE PARAMETERS." Enter the correct SLOT number and press RETURN. The cursor will then move down to "DRIVE." Enter the correct DRIVE number and press RETURN. The cursor will then move down to "DESTINATION DISKETTE PARAMETERS." Enter the correct SLOT number and press RETURN. The cursor will then move down to "DRIVE." Enter the correct DRIVE number and press RETURN.

Now be sure the diskettes are in the proper drives and press RETURN to start the copy.

Step 6: When the copy is completed, remove and label the diskette. To copy another diskette, repeat the previous procedures. To quit and return to the UTILITIES MENU screen, press **Q**.

BACKUP FORMAT FILES

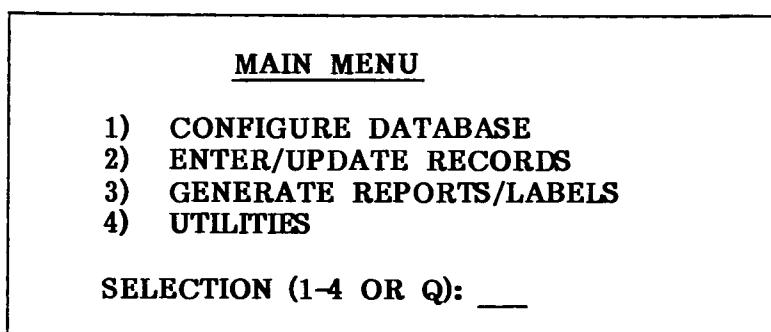
The following procedures explain how to back up the format files.

Materials

Needed: Data Handler diskette
Blank diskette

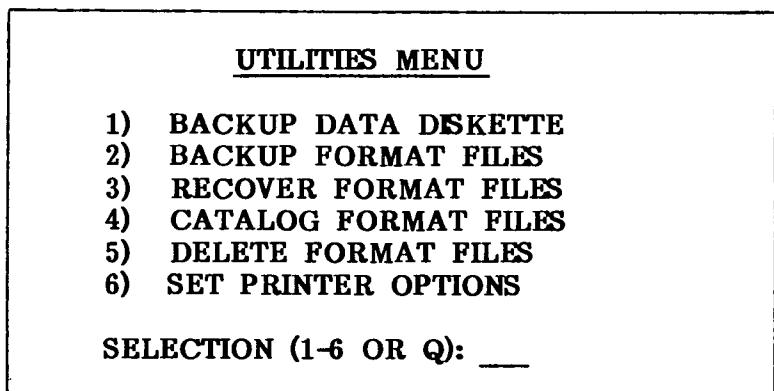
Step 1: Insert Data Handler diskette into drive 1 and boot the system.

Step 2: The MAIN MENU screen will appear:



Enter 4 (UTILITIES) and press RETURN.

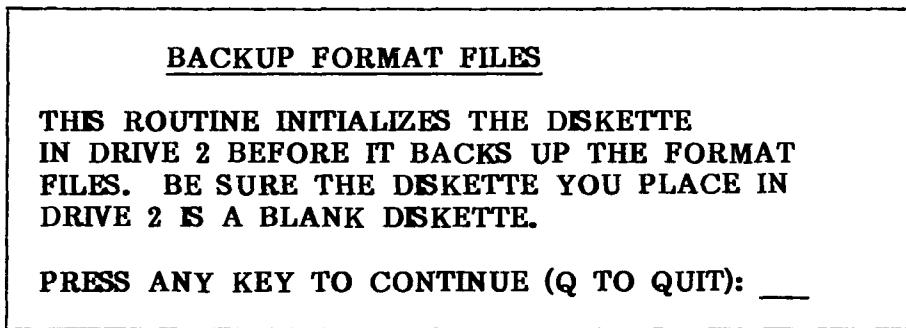
Step 3: The UTILITIES MENU screen will appear:



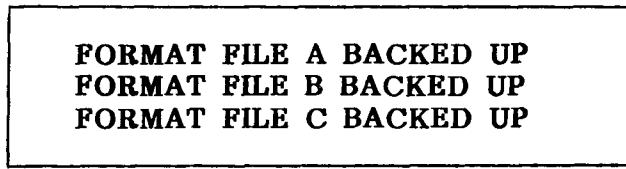
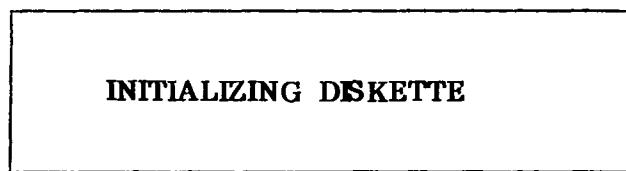
Enter 2 (BACKUP FORMAT FILES) and press RETURN.

BACKUP FORMAT FILES (cont'd)

Step 4: The following screen will appear:



Insert a blank diskette into drive 2 and press any key. The diskette will be initialized. Once initialized, the program will begin copying the format files from the diskette in drive 1 to the diskette in drive 2. An example of the screens displayed are shown below:



NOTE: Remove and label the diskette as "BACKUP FORMAT FILES."

When all the Format Files have been copied, the UTILITIES MENU screen will appear.

RECOVER FORMAT FILES

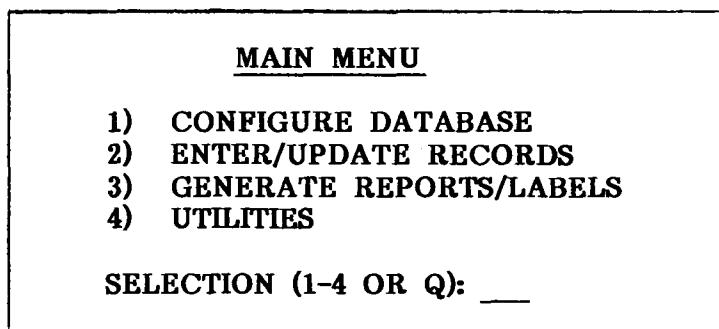
The following procedures explain how to recover format files.

Materials

Needed: DATA HANDLER diskette
Backup Format Files diskette

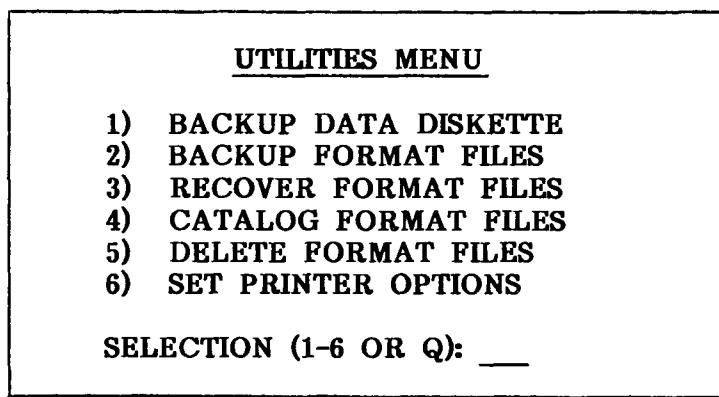
Step 1: Insert DATA HANDLER diskette into drive 1 and boot the system.

Step 2: The MAIN MENU screen will appear:



Enter 4 (UTILITIES) and press RETURN.

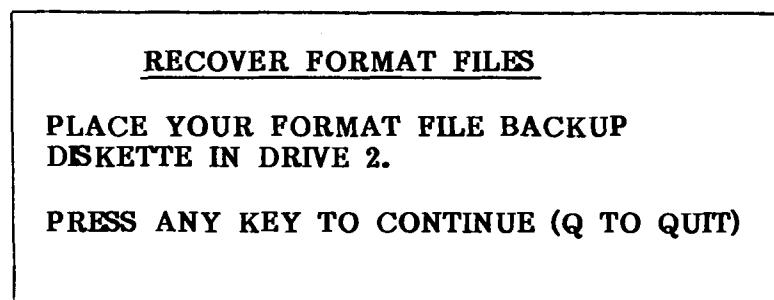
Step 3: The UTILITIES MENU screen will appear:



Enter 3 (RECOVER FORMAT FILES) and press RETURN.

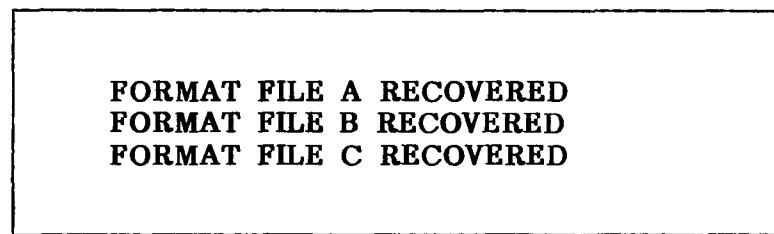
RECOVER FORMAT FILES (cont'd)

Step 4: The following screen will appear:



Insert the FORMAT FILE BACKUP diskette in drive 2 and press any key.

Step 5: The program will read the FORMAT FILES from the backup diskette in drive 2 and write them to the diskette in drive 1. An example of the displayed screen is shown below:



Step 6: When all the format files have been recovered, the UTILITIES MENU screen will appear.

CATALOG FORMAT FILES

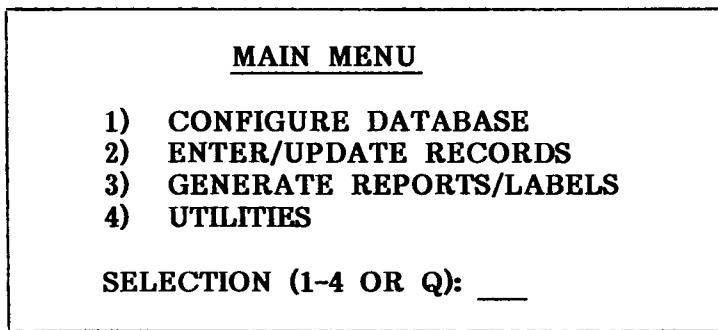
The following procedures explain how to catalog the format files. Catalog means to display the format file names on the screen.

Materials

Needed: DATA HANDLER diskette
Backup Format Files diskette

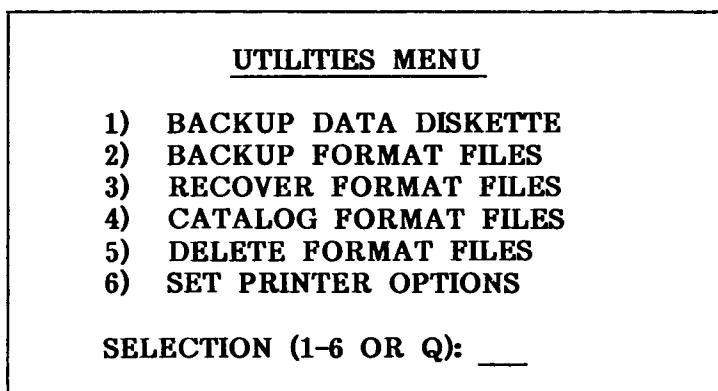
Step 1: Insert DATA HANDLER diskette into drive 1 and boot the system.

Step 2: The MAIN MENU screen will appear:



Enter 4 (UTILITIES) and press RETURN.

Step 3: The UTILITIES MENU screen will appear:

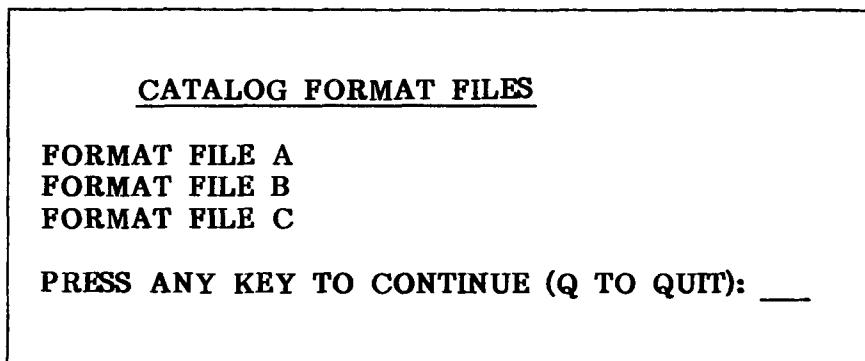


Enter 4 (CATALOG FORMAT FILES) and press RETURN.

CATALOG FORMAT FILES (cont'd)

Step 4: The diskette in drive 1 will be cataloged, and the format file names will be displayed on the screen.

Example:



If there are more than 40 format files on the diskette, press any key to see the next screen. Press Q to Quit and return to the UTILITIES MENU.

DELETE FORMAT FILES

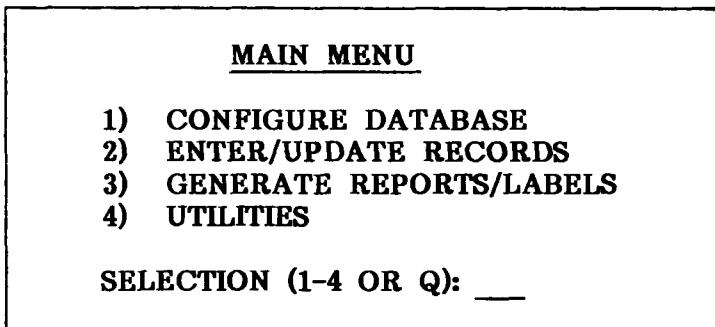
The following procedures explain how to delete old format files.

Materials

Needed: DATA HANDLER diskette
Backup Format Files diskette

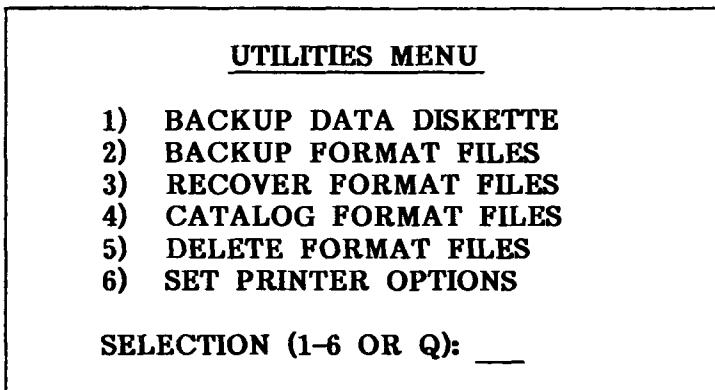
Step 1: Insert DATA HANDLER diskette into drive 1 and boot the system.

Step 2: The MAIN MENU screen will appear:



Enter 4 (UTILITIES) and press RETURN.

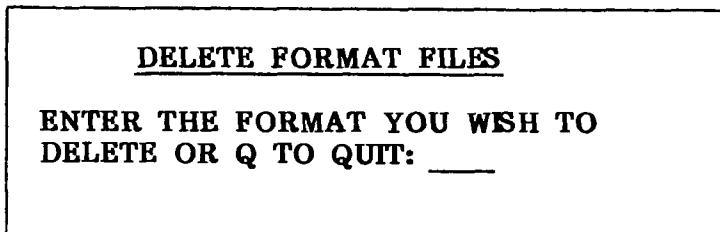
Step 3: The UTILITIES MENU screen will appear:



Enter 5 (DELETE FORMAT FILES) and press RETURN.

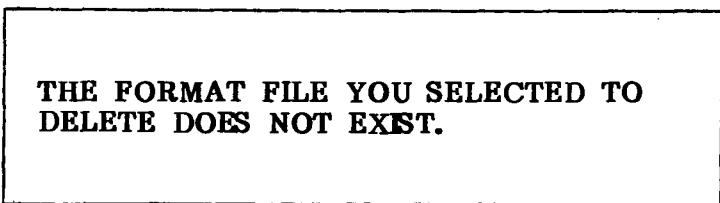
DELETE FORMAT FILES (cont'd)

Step 4: The following screen will appear:



Enter the name of the format file to be deleted and press RETURN.

If an incorrect format file name was entered, the following message will appear:



NOTE: To see a catalog of the existing format files, press RETURN.

Enter the correct name and press RETURN. The Format File will be deleted.

Step 5: The DELETE FORMAT FILES screen (see Step 4) will appear again. Enter another Format File to delete or enter Q to Quit. The UTILITIES MENU screen will appear.

SET PRINTER OPTIONS

The following procedures explain how to set the printer options.

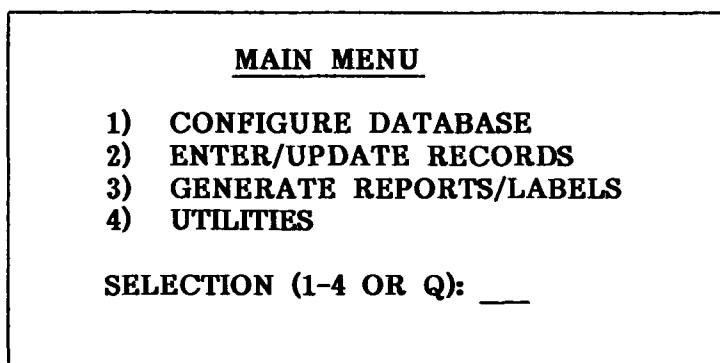
NOTE: These procedures may not have to be done if the printer is set up correctly. This printer routine is set to work with **APPLE Serial**, **APPLE Parallel**, **APPLE Communications** or **Malibu Cards**. In most cases, if the printer is connected to the **APPLE** with one of those cards, it will not be necessary to do anything further.

Materials

Needed: DATA HANDLER diskette

Step 1: Insert DATA HANDLER diskette into drive 1 and boot the system.

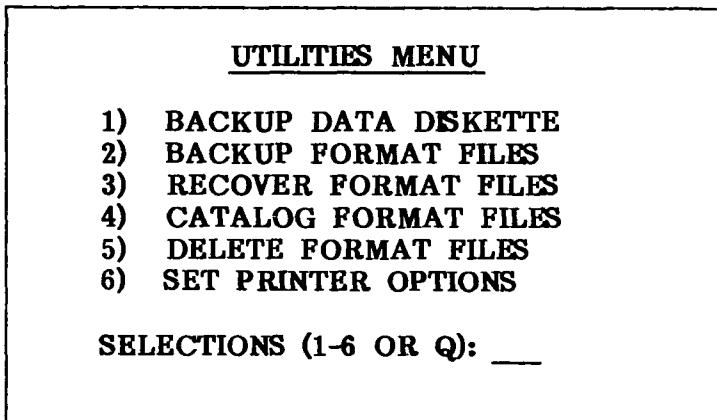
Step 2: The MAIN MENU screen will appear:



Enter 4 (UTILITIES) and press RETURN.

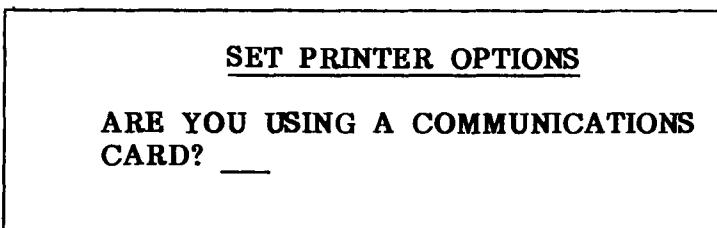
SET PRINTER OPTIONS (cont'd)

Step 3: The UTILITIES MENU screen will appear:



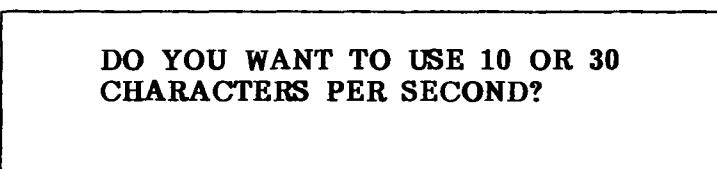
Enter 6 (SET PRINTER OPTIONS) and press RETURN.

Step 4: The following screen will appear:



Enter Y (YES) or N (NO) and press RETURN.

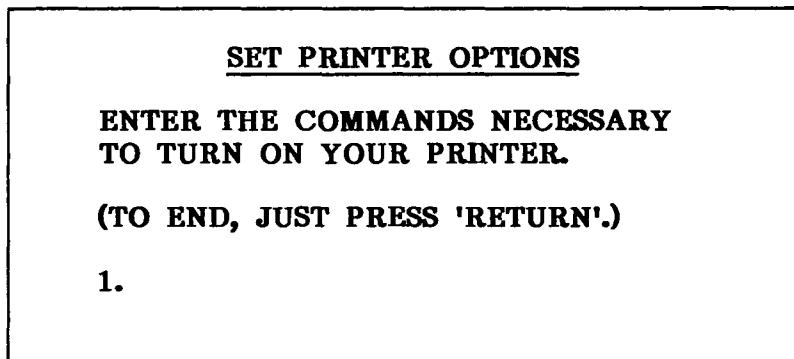
Step 5: If (YES) a Communications Card is being used, the following question will appear:



Enter 10 or 30 and press RETURN. The program will now return to the UTILITIES MENU screen with the printer procedure set up.

SET PRINTER OPTIONS (cont'd)

Step 6: If (NO) a Communications Card is NOT being used, the following screen will appear:



Consult the interface card manual and enter the commands necessary to activate the printer. Enter these commands sequentially, as prompted by the printer routine.

The first command will indicate the slot location of the interface card. This will be specified by a CTRL-D PR#n command. The number following the "#" sign indicates the slot number which must be in the range of 1-7. When this command is entered, CTRL-D will appear on the screen as a D in inverse (black letter on white background).

NOTE: The use of CHR\$ (n) will be translated into its corresponding character. For example, a CHR\$ (4) will appear on the screen as a D in inverse.

EXAMPLES

1. A printer connected in Slot 4
2. A parallel card in Slot 1 and 80 characters per line
3. parallel card in Slot 1 and 132 characters per line

COMMANDS*

| |
|----------------------|
| CTRL-D PR#4 (RETURN) |
| (RETURN) |
| CTRL-D PR#1 (RETURN) |
| CTRL-I 80 (RETURN) |
| (RETURN) |
| CTRL-D PR#1 (RETURN) |
| CHR\$(29) (RETURN) |
| CTRL-I 132 (RETUR``) |
| (RETURN) |

* These commands are found in the interface card manual.

The program will now return to the UTILITIES MENU.

SET PRINTER OPTIONS (cont'd)

Step 7: Once the printer options have been set, the standard slot-searching routine will **not** be executed. Instead, the APPLE will divert output to the slot specified in the first command line.

The commands are saved on the diskette and thus are permanent until the procedure given above is followed again to change the printer commands. To erase the commands, (1) access the printer routine, (2) answer "no" to the question regarding use of a communication card, and (3) press RETURN instead of the first command for slot location.

The use of the character N in CTRL-I commands should be avoided. For example, use CTRL-I 132 instead of CTRL-I 132 N. Otherwise, output to the printer may not be formatted correctly.

APPENDICES

EXAMPLE OF FORMAT FILE LOG

| <u>(FILE)</u> <u>DISKETTE NAME</u> | <u>PRINT FORMAT NAME</u> | <u>DESCRIPTION OF REPORT</u> |
|---------------------------------------|--------------------------|---|
| Name/Address | 1. ADDRESS FILE | Report of all data on file. |
| | 2. ADDRESS LABELS | 3-up labels |
| | 3. VOTING LIST | List of names, phone #'s, and voting precinct. |
| | 4. PHONE LIST (VOTE) | Names and phone #'s of individuals should be sorted by voting precinct. |
| | 5. MUNICIPALITY LIST | List of all individuals in a municipality code. Sort by municipality first, then by zip code. |
| Inventory | 1. DESCRIPTION LIST | List of all inventory and their number. |
| | 2. PURCHASE DATE LIST | List of inventory and purchase date. |
| | 3. VALUE LIST | List of inventory and value. |
| | 4. INVENTORY LIST | List of entire inventory file. |

MICROCOMPUTER GLOSSARY

| | |
|------------------------------------|---|
| APPLE | A brand of personal microcomputer. |
| APPLE II PLUS | A type of APPLE II microcomputer which uses the APPLESOFT BASIC programming language stored in ROM (<u>Read Only Memory</u>). |
| APPLESOFT BASIC | A programming language residing in ROM for use with the APPLE II microcomputer. The APPLE displays a "□" prompt to indicate it is in APPLESOFT BASIC. |
| AUTOSTART OF AUTOBOOT APPLE | An APPLE II microcomputer addition which automatically activates the disk drive and "BOOTS THE SYSTEM" or "BOOTS DOS" when the power is turned on. |
| BASIC | Acronym for "Beginner's All-Purpose Symbolic Instruction Code." BASIC is a programming language used on the APPLE. |
| BOOTING THE SYSTEM | The process of activating the disk operating system which makes the disk drive spin. Also known as "BOOTING DOS." |
| CURSOR | The prompting symbol displayed as a blinking white square on the video monitor that shows where the characters will next appear. |
| DISK CONTROLLER CARD | A card usually placed in slot 6 on the main circuit board of the APPLE II which operates the disk drive. |
| DISK II DRIVE | A mechanical device capable of reading and writing information on a diskette. |
| DISKETTES | The thin plastic disks enclosed in a cardboard casing used by a microcomputer to store information (also known as "floppy disks"). |
| DOS (3.2, 3.3) | Disk Operating System Level 3.2 is used on APPLES purchased before June, 1980. Level 3.3 is an upgraded version. DOS is a program which enables the APPLE II to read and write on a diskette. |
| GRABETTE | Reinforcement ring around the cut-out circle of the center of a diskette. |

MICROCOMPUTER GLOSSARY (cont'd)

INITIALIZE A DISKETTE

To prepare a new diskette for storing programs and/or data. The initializing process writes DOS (Disk Operating System) onto the disk, sets up the catalog and marks 560 sectors where programs and files will be stored. Initializing a diskette containing programs will "wipe it clean" of all old programs.

INTEGER BASIC

A programming language residing in ROM for use with the APPLE II microcomputer. Integer BASIC utilizes whole numbers only and will truncate decimals.

K

An abbreviation for Kilo: 1000 in decimal notation. 1K = 1024 Bytes. Kilo used when referring to computer storage capacity.

MICROCOMPUTER

A computer based on a microprocessor containing the central processing unit (CPU) on one chip.

MONITOR

A video display used with computers. Also, in APPLE II, a program which allows the user to monitor the operation of the APPLE through the keyboard.

RAM

Acronym for Random Access Memory.

RECORD

A collection of related data items. For example, a mailing label record usually contains data such as last name, first name, address, city, state, and zip code on one individual.

ROM

Acronym for Read-Only-Memory. This type is built into the machine and cannot be changed.

SOFTWARE

Refers to the program assigned for a computer to use.

SYSTEM MASTER DISKETTE

Diskette produced by Apple Computer Inc. containing sample programs for the APPLE II and also utility programs for functions such as diskette copying.

WRITE PROTECTED

Refers to a diskette which has been modified so that its contents cannot be changed or copied.

DO'S AND DON'TS FOR DISKETTES

The life of a diskette is approximately 2-3 years or 40 working hours of use. However, the user should take certain precautions to assure maximum use. Listed below are a few do's and don'ts:

1. **Do** keep diskettes away from magnetic fields produced by transformers, motors, or magnets. This means **do not** set the diskette on top of the disk drive (which has a motor in it) or on top of the TV.
2. **Do** keep diskettes away from extreme temperatures - hot or cold. Diskettes should **not** be placed in direct sunlight. Proper storage is between 50 and 120 degrees.
3. **Do** keep diskettes in the storage envelopes whenever possible to protect them from dust and finger prints. If you are designing a storage area for your diskettes, think about placing them in a metal box (to protect them from magnetic fields) and arrange for them to be stored vertically like phonograph records so they will not warp.
4. **Do not** touch the exposed surface of the diskette with your fingers.
5. **Do not** expose diskettes to smoke, cigarette ashes, or dust.
6. **Do not** insert or remove a diskette while the disk drive is running.
7. **Do not** leave a diskette in the disk drive with the door closed for a prolonged period of time (overnight or for several hours). The continued pressure from the disk door can wrinkle the disk and ruin a section.
8. **Do not** take diskettes through an airport x-ray machine. Check the diskettes by hand rather than allowing them to be put through the machine.
9. **Do not** write on the diskette with a ball-point pen. The best method for labeling diskettes is to use the labels provided with them. Write the title on the labels and then transfer them to the diskette. If you write on the label while it is on the diskette, make sure you use a **felt-tip pen** and press very lightly. A sharp-tipped writing instrument can damage the disk's surface.

The Minnesota Educational Computing Consortium is an organization established in 1973 to assist Minnesota schools and colleges in implementing educational computing. MECC provides a variety of services to education, including 1) development and distribution of computer software; 2) in-service training for educators and development of materials for conducting training; 3) educational computing assistance through newsletters and computer purchase contracts; and 4) management information services, including the development and maintenance of statewide payroll/personnel and financial accounting software and administrative computer packages. MECC's knowledge and expertise in the educational computing field comes from a decade of working with and providing leadership for hundreds of local educators on a daily basis.

- **MECC Educational Computing Catalog**

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- **Administrative Software**

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MECC
3490 Lexington Avenue North
St. Paul, MN 55112
(General Information: 612/481-3500)

ADMINISTRATIVE MICROCOMPUTER SYSTEMS
SUGGESTION FORM

SYSTEM NAME _____ REV. DATE ___/___/___

Check One:

- Error found in the System
- Question or Comment
- Suggestion for Improving the System

DESCRIPTION _____

DATE SENT ___/___/___

NAME _____

ADDRESS _____

CITY _____

STATE _____ ZIP CODE _____

PHONE () _____ - _____

FOR OFFICE USE
ONLY

